

Ridgefield Library Board Meeting
December 19, 2016

Present: Amanda Bergen, Secretary; Michele Booth; Steve DeMatteo; Tom Gerhard; Magda Fincham; Rob Freeman; Alison Greeley; Woody Harford; Tizzie Mantione; Dean Miller, Chair; Gary Rapp, Treasurer; Bob Whitton, Vice-Chair; David Yaun

Others present: Chris Nolan, Library Director; Mary Rindfleisch, Assistant Director; Lauren Bubniak, Director of Development; Julie Yaun, Friends of Ridgefield Library; Leslie Vuilleumier, Executive Assistant; Liz Kelly, Search Committee Co-chair

Excused: Matt Byrnes; Mary Mann Smith

Call to Order

Board Chair Dean Miller called the meeting to order at 7:40 PM in the Dayton Program Room at the Ridgefield Library.

Approval of Minutes

The minutes of the November 28 Library Board meetings were approved with corrections.

Chairman's Announcement

The Library Tax return has been completed, signed and submitted courtesy of Reynolds and Rowella. This firm has done our return on a Pro Bono basis for at least the last 16 years.

Thanks goes to Mary Rindfleisch and the other three Children's Services employees for putting in extra time while the Children's Department is short-handed. Diane Antezzo is out on medical leave and there are two vacant full time positions to be filled.

The Donor Social, held on December 4 was a huge success. Thanks go to Lauren Bubniak, Mary Smith and Connie Marsala.

Friends Update

The Friends have been wrapping books for holiday give-aways. They have donated books to Ballard Green and Lounsbury House events. The Friends are looking for Board volunteers to drive teen volunteers to local houses to pick-up book donations for the book sales. Contact Julie Yaun if you can give 1 – 2 hours of your time.

Finance Committee

On December 12, Gary Rapp, Dean Miller, Chris Nolan and Brenda McKinley (in-coming Library Director) met with First Selectman, Rudy Marconi and Kevin Redmond, Town Controller to discuss the 2017-18 Library budget. The Town is at a strict mandated increase of 2.5%. Gary Rapp went over notes defining next year's budget for the Board Members. Further discussion will occur over the extra challenge line in the budget to try and increase income. The Development Committee will meet to work on what will bring in more revenue. Gary Rapp made a motion to accept the budget as submitted with a 4.7% withdrawal of investments. As per

our policy, when the Board feels it necessary to draw more than 4%, it must receive the approval of the full Board. It was moved and seconded to withdraw 4.7% this year. Motion carried, unanimously. The budget goes before the Board of Selectman in February. Gary asked that there be Library supporters in the audience. There may be some capital improvement requests to go along with the budget which the Board will be notified by email as to those items.

Elizabeth Cleary met with the Finance Committee about the Library's 401(k) and 403(b) plans. Elizabeth has discovered that our 403(b) plan is at least 20 years old, the fees associated with it are substantially higher than plans today. In addition, removing money from this plan is punitive for the employees. Since only two employees take advantage of the 403(b), the committee would like to close it down. A motion was made to close the 403(b) plan so future contributions will no longer be made but the participants in the plan may remain without contributing. The motion was seconded, voted on and approved.

The current budget is ahead \$50k due to two unfilled salaried positions. Although Investments were up again in November with the dip in October they have evened out. As a reminder, eventually the Capital Campaign line of credit will have to be inserted in a future budget.

Development

The Annual Appeal has brought in approximately \$177K to date which is 39% of this year's goal. There will be one last appeal to those Guardian Society members of previous years to renew their membership before the end of the year.

The Wish List on the website has been updated. Other ideas for fundraising include, Poker Night, Paint Night, Fairfield County Foundation Giving Day and others.

The Gala's Save the Dates have been sent out. The committee is looking for more people to work on their sub-committees.

The Annual Report is now available online. The hard copy was given out at the Donor Social and is available for patrons to pick-up.

Legacy Giving

Aline Lawrence has left the Library a sizable bequest to be invested as legacy giving and an amount towards the large print collection which she used exclusively in her later years. The Legacy Committee will meet again in January.

Library Store

Mary Rindfleisch announced that Gift Certificates are now available at the Library Store. Discount coupons are being used at the store also.

Signature Cards Resolution

With Brenda McKinley starting as the new Library Director in January it is necessary to update the signature cards at the banks and investing firms to include her with Dean Miller (Board

Chair), Gary Rapp (Board Treasurer) and Robert Whitton (Board Vice-Chair). A motion was made to prepare the signature cards, seconded, voted on and approved.

Executive Session

The Board moved to go into Executive session. Chris Nolan, Mary Rindfleisch, Laureen Bubniak, Leslie Vuilleumier and Julie Yaun were asked to leave for this portion of the meeting.

After Executive Session the Board voted unanimously to approve a mid-year compensation change for the Director.

There being no further business, the meeting adjourned at 8:55 pm.

Respectfully submitted,
Leslie Vuilleumier
Executive Assistant