

Ridgefield Library Board Meeting
February 22, 2016

Present: Amanda Bergen; Marc Colamaria (Board Chair); Rob Ellis; Magda Fincham; Tom Gerhard; Woody Harford; Dean Miller; George Nichols; Gary Rapp; Mary Mann Smith; Bob Whitton; David Yaun

Others present: Chris Nolan, Library Director; Laureen Bubniak, Director of Development; Leslie Vuilleumier, Executive Assistant; Julie Yuan, Friends of the Ridgefield Library

Excused: Matt Byrnes; Michele Booth

Call to Order

Board Chair Marc Colamaria called the Board meeting to order at 7:40 pm on February 22, 2016 in the Dayton Program Room at the Ridgefield Library.

Approval of Minutes

The minutes of the January 25, 2016 Library Board meeting were approved with corrections.

Friends of the Ridgefield Library (FORL)

Julie Yaun reported on the Friends activities since Rhonda was not present. Dorothy Pawlowski, Adult Department Head, met with the Friends to share information about what criteria the staff uses in selecting titles from the Friends' donated books and if they can be used on the shelves.

The Friends Retreat is scheduled for September. A new Library is opening in Bridgeport and the Friends are helping to supply books to them. The book buggy that resides at the Rec Center is replenished every 3 weeks. The Friends Dinner is being held on June 6. A reminder to the Library Board about renewing their membership was given. The Friends left Hershey Kisses for the Staff on Valentine's Day.

The next FORL Book Sale is scheduled for May. The Children's Sale will be held May 5 – 8 and the Adult Sale will be held May 13 – 16. Non-profits will be allowed to come in on May 17 to take any books left.

Chairman's Announcement

Marc Colamaria, Board Chair announced that the Chamber of Commerce Inaugural Breakfast which gives an update of the State of the Town will be held on March 11. Any Board Members wanting to attend should let Leslie Vuilleumier know by February 23.

Gary Rapp and Marc Colamaria gave the Board of Selectmen the Library's Budget Presentation on February 3. Two additional requests of monies for a Website Redesign and the hiring of a Director Search Firm were made. The Library was asked to get a third bid on the website portion.

A discussion was held about the Downtown Parking situation in Ridgefield. A meeting at the Library will be held on February 29 led by Rudy Marconi, Town Selectman. The findings of the

consulting firm hired to study Ridgefield parking availability will be shared. Marc contacted Margaret Price of Ridgefield Supply to discuss use of their future parking lot by Library patrons. Discussion of other available parking areas in town took place.

Finance Committee

Gary Rapp, Board Treasurer announced the current operating budget is very close to the forecasted numbers. The Annual Appeal was behind in December but the gap has been closed in January. After the 2016-17 budget was prepared, it was announced that the town's Health Care costs would be rising 5.8% in next year's budget. The Library inserted an addendum to their 2016-17 budget to the Town of Selectmen to take in consideration the increase. The Finance Committee is prepared to look for other company quotes for Insurance Property and Liability coverage should the current carrier's cost start to increase.

Development Committees

Endowment – Meetings with prospective donors have been taking place and contributions are forthcoming. The committee is also looking for other ways to procure funds for the Endowment.

Development – The Dashboard indicated that 55% of the targeted funds for the Annual Appeal have been donated for FY 15-16. The Gala sponsorships are coming in. Laureen Bubniak, Director of Development thanked the board for writing personal notes for the invitations. She is now looking for help to stuff the invitations.

The Hard Drive Smash event was a smash, making \$920 that will go to the "RidgeCon" event this summer (newly named from Comicon last year). The committee is looking for a big name speaker for this event. The teen trivia event was well attended with the Board Members supplying the prizes. Upcoming events are: Ladies Night Out which will be a "Do Your Own Painting" night, Fairfield County Giving Day on March 10 and Gallo Guest Bartender Night on May 26.

Discussion of the Library having its own Giving Day not connected to Fairfield County Giving Day took place with suggestions concerning goals, marketing, donor matches and an event date. The Communications Committee will meet to work on their involvement with this event.

Update of the Search

Interviews will be set up with two search firms in order to have a recommendation shortly.

Governance Committee

With input from several members of the existing Advisory Board, plus the thoughts of the Governance Committee, it was decided to disband the Advisory Board. Each of these folks will be sent a letter explaining that the Advisory Board will be disbanded. The members of this group will be part of an annotated Resource List to be prepared for the incoming director. The former members of the Advisory Board can elect to be on the Resource List or not. They will also be given the opportunity to receive the monthly agenda of the Library Board meetings.

The Governance Committee is considering a Citizens Advisers Group. These would be folks who have not been library board members, but are folks that we feel it would be beneficial to

understand our operation. Invite them to quarterly meetings, run by staff to familiarize them with Ridgefield Library operations and our issues. These will be residents of Ridgefield.

The Library Board Vacancies must be filled. There are currently, two vacancies and two current members will be leaving at the end of June. Chris Nolan, Library Director asked for suggestions of possible candidates.

Communications Committee

The committee submitted their survey to Mary Rindfleisch, Library Assistant Director to format for Survey Monkey. The survey is geared towards the Library User to see what they want out of the Library and help the new Director coming in. The survey will be promoted through the Library website, Facebook, Hamlet Hub, etc.

Library Store

Sales from the Library Store have been \$1,800 since it opened in August 2015.

There being no further business, the meeting adjourned at 9:15 pm.

Respectfully submitted,
Leslie Vuilleumier
Executive Assistant