

Ridgefield Library Board Meeting
July 27, 2015

Present: Michele Booth; Shane Casey; Marc Colamaria (Board Chair); Rob Ellis; Magda Fincham; Tom Gerhard; Woody Harford; Dean Miller; George Nichols; Gary Rapp; Barbara Safran; Mary Mann Smith; David Yaun

Others present: Mary Rindfleisch, Assistant Director; Laureen Bubniak, Director of Development; Leslie Vuilleumier, Executive Assistant

Excused: Amanda Bergen; Matt Byrnes; Chris Nolan, Library Director; Bob Whitton

Call to Order

Board Chair Marc Colamaria called the Board meeting to order at 7:37 pm on July 27, 2015 in the Dayton Program Room.

Approval of Minutes

The minutes of the June 22, 2015 Library Board meeting were approved as corrected.

Chairman's Announcements

Board Chair Marc Colamaria welcomed the four new Board Members and asked all to introduce themselves.

The Board Meeting scheduled in August will be replaced with a Training Session led by Rebecca Bryan on August 24. The Board Annual Retreat is scheduled for September 28 at the Leir Retreat Center, 4-8:30 pm.

Over 1,600 people visited the Library on Saturday during Comic Con. Marc thanked all of the staff and volunteers that made this event such a huge success.

The Staff Spotlight will once again resume at the October Board Meeting.

Friends of Ridgefield Library

The Friends of the Ridgefield Library are preparing for their Board Retreat in September at the Leir Retreat Center. They will be focusing on their strategies for the next year.

Consideration of Proctoring Policy

Due to the increase of patrons requiring a proctored area for online test taking, the Library has established a policy for this. There will be a \$25 fee charged to utilize this service. A suggestion was made to include a signature line to the bottom of the policy for the test taker. A motion was made to accept the policy by Mary Smith, Dean Miller second it. A vote was taken and the policy was approved.

Conflict of Interest and Donor Confidentiality

Two forms were passed out to all Board Members to sign and return pertaining to Conflict of Interest and Donor Confidentiality. Mary Rindfleisch explained their purpose.

Endowment Team

The Endowment Campaign Update was passed out. The Planning Committee is now ready to transition over to the Fund Raising Committee. The preliminary Campaign materials are drafted, the gift policy has been updated and the members of the Committee have been identified.

Finance

The Appeal Budget came in over target and the Gala proceeds were over what was projected. Overall FY 2014-15 was a great year.

Development Committee

The June Dashboard was circulated to the Board Members. The Appeal brought in \$303K during FY 2014-15. The committee is focusing on increasing the number of donors for next year.

The last Development meeting was devoted to next year's Gala. An honoree has not been selected and the committee is looking for suggestions for the honoree. Ideas should be directed to Rob Ellis, Chris Nolan or Laureen Bubniak.

The next fund raiser will be a "Spin Raiser" at Joyride in Ridgefield on September 18, 6:30 – 9 PM. Michele Booth will be working on this event with Laureen Bubniak with the help of Marc Colamaria. The Wild Game Dinner will be held again at the end of October.

Laureen showed the First Year Celebration video that was produced for the event held on June 28, 2015. David Yaun suggested a final closing statement on the video pertaining to "making this possible by generous donations from patrons like you". Laureen will look into this.

Approval of Resolutions

A motion was made by Rob Ellis to accept the US Trust and UBS signature forms which authorizes new officers of the Library Board to sign on the Investment Accounts. The motion was seconded by Woody Harford, voted on and approved.

Library Merchandise Update

The official opening of the Library Store will be the Sunday after Labor Day. The Sales Tax permit was received, a marketing plan is in place and 10 items will be sold to the patrons. The Adult Journal being sold was circulated around to the Board Members.

With no further business, the meeting was adjourned at 8:30 pm.

Respectfully submitted,
Leslie Vuilleumier
Executive Assistant