

Ridgefield Library Board Meeting
June 27, 2016

Present: Amanda Bergen; Matt Byrnes; Marc Colamaria (Board Chair); Steve DeMatteo; Rob Ellis; Magda Fincham; Tom Gerhard; Alison Greeley; Rob Freeman; Tizzie Mantione; Dean Miller; George Nichols; Gary Rapp; Mary Mann Smith; Bob Whitton; David Yaun

Others present: Chris Nolan, Library Director; Mary Rindfleisch, Assistant Director; Laureen Bubniak, Director of Development; Julie Yaun, Friends of Ridgefield Library; Jobeth Bradbury, Dan Bradbury of Bradbury Associates

Excused: Michelle Booth; Woody Harford; George Nichols; Leslie Vuilleumier

Call to Order

Board Chair Marc Colamaria called the Board meeting to order at 7:35 pm on June 27, 2016 in the Dayton Program Room at the Ridgefield Library.

Approval of Minutes

The minutes of the May 23, 2016 Library Board meeting were approved as presented.

Presentation of Rotary Check

On behalf of the Ridgefield Rotary Club, Pat Cooney presented the Ridgefield Library with a check for \$3,000 to be used towards the replacement of a microfilm reader/printer. This equipment is necessary to access the old microfilm reels of the Ridgefield Press for local history. The Library is the only public access point for this community paper. It is used by numerous students, family historians, teachers and the general public. The new equipment will cost close to \$12,000. Additional funds will be sought for this. We are appreciative to Rotary for providing a generous donation toward this.

Bradbury and Associates

The principals of the search firm were introduced to members of the Board. Jobeth and Dan Bradbury gave an overview of their qualifications in this business. Their firm generally handles 12-15 searches/ year. In the state of Connecticut, they have handled Hartford, New Canaan, Wilton, Fairfield and Greenwich. Jobeth and Dan explained their process and a tentative timeline. This is one of two visits here to our Library. At this visit, they are gathering information from elected politicians, the staff, community stakeholders and the Board. By early July the position will be posted to begin the active recruiting. They expect the closing date on receiving applications will be toward the end of August. The Bradbury Firm will carefully vet the applicants and present their findings to the Board's Search Committee. The pool will be narrowed to a group of 6-8 for initial interviews, and then to perhaps 3-4 finalists. The target is to wrap up interviews, reference checks, negotiations, etc. in order to have a selection made in early November. The new leadership is expected to start in January 2017.

The Bradburys answered questions from the Board. They made a recommendation that we establish a Transition Team to help the new leadership get integrated into the community.

Chairman's Announcement

Committee assignments for the upcoming year are nearly finished and will be distributed shortly.

Marc Colamaria distributed the schedule of meetings for the upcoming year.

Employee Handbook

This was tabled until the next Board meeting.

Consideration of Policy Update

This was tabled until the next Board meeting.

Finance Committee

Gary Rapp shared that with the Brexit vote our investments have fared well at this point.

Each year the library makes a withdrawal from their investment portfolio to support the operating expenses for the year. In this fiscal year we had budgeted \$154,900 for this withdrawal. A cash requirements analysis completed by Kathy Maher for June required only a draw of \$125,000, which still allows for a small cushion for any unforeseen expenses.

Development Committees

We are ending the year at this point within \$13,000 of our annual appeal goal with a few days left. We have exceeded the development goal, but the annual appeal is off slightly. This is likely attributable to a regular donor gave two large donations in the previous year and hasn't given in this fiscal year. Other activities and events have helped us to achieve strong development numbers. Gallo Bartender Night brought in money. We are planning a Ladies Paint Night. Plans are well underway with LYL on October 1. Promotional materials are already underway for the story writing, both for adults and for children.

Communications Committee

Bob Whitton did an analysis of the survey results. He has captured all the "verbatim". The Communications Committee will be looking at these. There are themes in the responses that focus on parking, collections, good ideas regarding programming, etc.

Approval of Resolutions

These are the signature cards that need to be updated because of new officers. It was moved and seconded that we adopt these resolutions. Motion passed.

Appreciation of Exiting Board Members

A parting gift of a framed picture of the Library was given to each of the Board members who are leaving us. Marc Colamaria was our Board Chair for 2 years, proceeded by his work on the agreement with the Prospector and many years on Finance. He has left his mark on the Board. Rob Ellis did an exceptional job as chair of the Development Committee in addition to his years on the Finance Committee. He will continue with Endowment and the LYL Day. George Nichols is not with us this evening. He has been a huge help with updating the Employee Handbook,

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giving us guidance on policies and of assistance on the Search Committee. All of these Board members will be missed.

There being no further business, the meeting adjourned at 8:45 pm.

Respectfully submitted,
Christina Nolan
Library Director