

## Ridgefield Library Board Minutes – Monday, April 23, 2007

Members present: Peter Coffin, Barbara Dobbin, Lori Dowling, Tom Hoban, Lynn Holley, Abigail Kagan, Mark Meachem, Brian Oren, Bob Payne, Bruce Ruehl

Excused: Peter Authier, Melissa Buckwalter, Liz Montanari, Cloris Pearson

Others present: Christina Nolan, Library Director; Mary Rindfleisch, Assistant Library Director; Chair; Bob Leavitt, President of the Friends; Emily Whittemore, Administrative Assistant. Also present, Shawn Dunn, Ridgefield resident.

### Call to Order

Chair Coffin called the meeting to order at 7:35 pm in the Dayton Program Room.

### Approval of Minutes

Minutes of the previous meeting were approved as distributed.

### Announcements

Chair Coffin welcomed Shawn Dunn, a perspective Board Member to the meeting. He also announced that the meeting would be shortened because Steve Goldstone, Campaign Chair postponed his presentation for one week, and the Finance Committee will not report because they were unable to meet earlier today. Their meeting will be in one week. Both events, scheduled for April 30 will begin at 6:30 in the Dayton Program Room with a social gathering while Mr. Goldstone makes his presentation.

It was also announced that the Building Committee meeting scheduled for April 24 is cancelled.

There will be an informal gathering of the Library Board and the Board of the Friends of the Library on Friday, June 1. The Library will supply the wine and the Library Board will provide hors d'oeuvres. Liz Montanari has generously offered her home for the venue.

### Library Director's Report

In addition to the written report, Director Nolan also distributed an article from the American Library Association citing the increased use of libraries despite the Internet. Member Meachem suggested we pass the article on to *The Ridgefield Press*, *The Danbury News-Times*, and perhaps The Board of Selectmen. Assistant Director Rindfleisch mentioned that we could probably get the full ALA report and compare our statistics to those of similar libraries. It was agreed that the points made in the article are the ones we need to keep before the public.

Director Nolan also mentioned the Literary Circles wreath auction. Proceeds came to \$280; those who participated expressed interest in doing so again, possibly preceded by a wreath-making workshop.

Friends of the Library

President Leavitt announced that the four-day book sale will be May 4-7. Postcards have been sent out, but President Leavitt extended an invitation to all Board Members to the Preview Reception on May 3, 5-8 pm.

Marketing Committee

Committee Chair Meachem reported that the Committee had met to discuss the needs for the summer months. The READ ads will be appearing and there will be a mailing in coordination with Summer Reading, which will include a voucher for a tote bag to be handed out by Library Board members.

Chair Meachem also mentioned meeting with Jason Calfo, who discussed the need for visuals in the Campaign materials. He is developing a list of possible deliverables and prices which the Committee will present to the Board at a future meeting. His costs are front-end loaded, but the deliverables can easily be adapted for use during the referendum, town meetings or other gatherings, making it unnecessary to re-create materials for each purpose.

Director Nolan mentioned the video she acquired from the Wilton Library which was made for their Capital Campaign. It is available to any Board member who would like to view it.

Chair Meachem said he will have revised Talking Points available before the Library Social. Over 300 "Library Listens" surveys have been received so far.

Building Committee

Committee Chair Dobbin reported that the Committee is working on a revised plan with the architects. This plan would involve moving Children's Services to the first floor of the existing building and then making interior design changes which would not require changing ceiling heights or exterior light sources. This would allow for a newer area for adults, which was lacking in previous plans. She is hopeful that the plan will be firmed up by late next week.

The Committee has received three proposals for the HazMat study, which will now have to be analyzed. The actual study should be completed in a relatively short time.

When asked for a timetable, Chair Dobbin expressed hope for a completed HazMat study, a finalization of what will be built, the cost for the plan and the schematic design contract in place by the end of May.

A discussion ensued concerning the façade of the Webster Bank building. It was the feeling of the Board that we will have to decide if we want to confront this issue. Chair Coffin felt we would probably end up with an exterior design that speaks the same language as the current façade, but in the end, the Board has to make the call of what is best for the library.

Development Committee

Committee Chair Meachem reminded Board members of the Library Social on Friday, May 4 from 6:30 to 8:30. The invitation list was circulated and Chair Meachem asked Board members to contact invitees they felt comfortable with to encourage their attendance. Member Authier is working with the caterer and Member Montanari is doing

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the flowers. A timetable will be developed for the event as to who will speak and when. A tent will be erected outside of the Morris Building entrance to accommodate the overflow, and a microphone system will be in place.

Chair Meachem also mentioned that a mailing would be going out to parents of Children's Summer Reading participants in late May. This will include a voucher for a book bag.

The Annual Appeal has reached \$141,000 and Assistant Director Rindfleisch and Rebecca Bryan of Payne Forrester are now looking at grants, specifically a grant from the Connecticut Humanities Council. Chair Meachem presented the following resolution:

Resolved, that the duly appointed Library Director of the Ridgefield Library Association is empowered to apply for a planning grant from the Cultural Heritage Development Fund of the Connecticut Humanities Council and to execute and deliver in the name and on behalf of this organization a certain contract with the state of Connecticut for any such grant as might be awarded.

When asked, Assistant Director Rindfleisch said that this would not affect our getting monies from other agencies. Resolution was seconded and passed unanimously.

Nominating Committee

Committee Chair Holley asked for a motion to approve the updated Nominating Process. It was so moved, seconded, and unanimously accepted.

Old Business

None

New Business

None

Adjournment

Chair Coffin adjourned the meeting at 8:50 pm.

Respectfully submitted,

Emily Whittemore  
Administrative Assistant