

Ridgefield Library Board  
August 25, 2008

Present: Peter Coffin, Chair; Melissa Buckwalter; Barbara Dobbin; Lori Dowling; Tom Hoban; Abigail Cahill Kagan; Mark Meachem; Liz Montanari; Brian Oren; Bob Payne; Cloris Pearson; Beverley Rogers; Bruce Ruehl; Eileen Walker

Excused: Peter Authier

Others present: Christina Nolan (ex-officio), Library Director; Mary Rindfleisch, Assistant Library Director; Carroll Brewster, emeritus; Hope Swenson, emeritus; Bob Leavitt, Friends of Ridgefield Library, President; Dee Pantano, Executive Assistant

The meeting of the Ridgefield Library Board was called to order at 7:35 p.m. in the Ridgefield Library by Board Chair Peter Coffin.

Minutes of the Meeting of June 23, 2008 were approved as corrected. Correction should reflect that page two \$50K in fines on an annual, not daily, basis. Motion carried.

Chairman's Announcements

Chair Coffin welcomed Hope Swenson, emeritus; Carroll Brewster, emeritus; and Dee Pantano (new exec asst). Eileen Walker was thanked for her flexibility and for offering her home for a future meeting. Liz Montanari served as vice-chair for three years and was thanked for her dedicated service. She has elected to not extend for a second 3-year term. Committee assignments will be addressed at the next meeting.

Library Director's Report

No report was submitted.

Friends of the Library

Friends President Bob Leavitt reported that the Friends BOD approved a \$1,500 donation to support the "Fall for the Library" program on Sept. 7th. This is a Community Involvement project inviting children from pre-school and ages 4-6 to get a library card and have a photo with the Library Director.

Finance Committee

There was no Finance Committee meeting.

Nominating

Lori Dowling, Abigail Kagan and Brian Oren were re-appointed for another three-year term.

Motion to approve the slate as presented:

Chair: Peter Coffin

Vice Chair: Cloris Pearson

Secretary: Tom Hoban

Treasurer: Peter Authier

Motion approved. The Board will continue to seek new board members.

Development Committee

Liz Montanari reported that the Annual Appeal work is well underway. They are targeting the third week of September for the letters to go out. The entire board will sign the letters this year. Please review and consider if there are new people who should be added, or any other changes that you may know of (moved, divorced, etc.). There is a list of previous donors not yet assigned; your help in identifying someone you know and can reach out to would be very helpful. A banner for the Appeal will be put up in the Circulation Desk area with the names of donors.

Liz met with the Library staff on Aug. 20<sup>th</sup> and invited them to put a personal note on the letters to patrons they know or have seen at various programs.

Chris and Mary will be working on identifying the top donors that should be considered for face-to-face solicitations. It is estimated that perhaps as many as 20 names will be targeted. [A decision was made to defer this face-to-face solicitation for now.]

Staff Survey

Cloris provided highlights of the staff survey completed in June. The staff is comprised of a very diverse group of employees who have had other careers. There is a high job satisfaction level, and a lot of colleague-to-colleague sharing. There was a 100% survey participation rate. The building's physical condition and space is a source of dissatisfaction, as well as workload for some. Accessibility could be improved. Vision and Concerns areas show parallels which is very compelling. Findings were presented to staff on 7/2. Abigail recommends using the survey as a tool and to communicate back to the staff. Draw up action items and provide feedback.

Non-Discrimination Policy

The library will receive a small State Grant contingent upon acceptance of the State non-discrimination policy. The current EOE in our Employee Handbook doesn't meet the standard. This exact language is required. This has been reviewed and approved by our legal counsel. Motion to accept non-discrimination statement. Motion approved.

Signature Cards

Motion to update bank signature cards; remove Liz and add Cloris. Motion approved.

Recap discussion/decisions from Retreat

1. Consensus was that \$12M project would not go forward.
2. Previously asked Town for approximately one-third of the cost of the building. Assumption now is that burden is on Board to raise funds privately for this project.
3. Reassessment of building project to determine future direction. Determine what we need and go for it.

We need to give a message to donors. There is support; we have momentum to capitalize on. Board is committed to creating a better library. Process needs to be described to donors.

Cloris and Bob Payne to draft resolution and circulate for approval.

There being no further business, the meeting was adjourned at 10:00 p.m.

Recorded and respectfully submitted,  
Dee Pantano, Executive Assistant