

Ridgefield Library Board Meeting
December 15, 2008

Present: Peter Authier; Melissa Buckwalter; Peter Coffin (Chair); Barbara Dobbin; Lori Dowling; Thomas Hoban; Abigail Cahill Kagan; Mark Meachem; Brian Oren; Cloris Pearson; Beverley Rogers; Eileen Walker

Others present: Director Christina Nolan (ex-officio); Mary Rindfleisch, Assistant Library Director; Carolyn Coleburn, Vice President Friends of the Ridgefield Library

Excused: Robert Payne; Bruce Ruehl

Call to Order

Chairman Peter Coffin called the Board meeting to order on December 15, 2008 at 7:30 pm in the Dayton Program Room of the Ridgefield Library.

It was moved and seconded to go into Executive Session. The Board exited Executive Session and resumed the regular Board meeting.

Approval of Minutes

The minutes of the November 17, 2008 meeting were approved as distributed.

Chairman Announcements

Vice Chair Cloris Pearson outlined the plans for Strategic Discussion topics for the next four meetings. In December the Strategic Discussion will be on the Webster Bank and the Building Improvement plans. In January, the discussion will be on Development---donor relations and cultivation. In February it will be Operations and Staffing. In March it will be Strategic Planning.

Friends of the Library

Carolyn Coleburn, Vice President of the Friends group, shared that nearly \$2,800 was raised at the Holiday Book Sale in early December. The Friends have a date to appear before Planning and Zoning for consideration of a storage unit to be used on Library property. Friends President Bob Leavitt will be at that meeting, along with Library Board Chair Peter Coffin.

Development Committee

Development Committee Chair Abigail Cahill Kagan reported on year over year activity of the annual appeal. As indicated in the report, the number of donors has decreased somewhat but the average gift size has increased. The follow up thank you process is going very well.

The Development Committee initiated feedback from Board members on the Board to Board dinner. Anyone who has yet to give feedback, please contact Abigail.

The Development Committee will be handing the Spring Social (with Kerri Glass taking responsibility for this). Further, the Committee is doing a major piece of work on planned giving. Mark Meachem, Bev Rogers and Mary Rindfleisch are working on this to explore the name of our legacy society, how to recognize these folks and best practices.

Nominating Committee

Nominating Committee Chair Tom Hoban reported that this committee will become more active in January.

Finance Committee

Peter Authier reported on the most recent Finance Committee decisions. They are exploring alternative pension options. They asked that contracts be flat or competitively bid to get them as low as possible. They will be delving into a thorough review of our investment strategy and policy.

Building Improvement Committee

Lori Dowling reviewed the work of this committee. They have been meeting twice a month since early October to reaffirm the original strategic plan data, check the validity of the assumptions and created an Underlying Goals and Values document that has a priority list of building needs and program needs. They have put together a timeline on physical projects, some safety-related) that must be done to the facility. Many of these improvements had been deferred because we had expected to be in a major building project by this time.

The Committee has taken advantage of green planning opportunities, brainstorming changing service models and out of the box thinking. There is a great deal more work to be done

As there was no further business, the Library Board adjourned at 9:00 pm.

Recorded and respectfully submitted,
Christina B. Nolan
Library Director