

**Ridgefield Library Board Minutes – Monday, January 22, 2007**

Members Present: Peter Authier, Peter Coffin, Lori Dowling, Tom Hoban, Lynn Holley, Abigail Kagan, Mark Meachem, Brian Oren, Bob Payne, Cloris Pearson

Excused: Melissa Buckwalter, Barbara Dobbin, Liz Montanari, Bruce Ruehl

Others present: Christina Nolan, Library Director; Mary Rindfleisch, Assistant Library Director; Bob Leavitt, President of Friends of Ridgefield Library; Emily Whittemore, Administrative Assistant.

Call to Order

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

Approval of Minutes

The minutes of the December meeting were approved as corrected to show that the Friend's Holiday Boutique was December 1-3 and not November 24-26.

Chairman's Announcements

Chair Coffin announced that this is the time of year that the Board begins looking for new Board members. Member Holley suggested that only one new member be added per year for the next few years. Member Kagan agreed to help Member Holley in the nominating process.

Chair Coffin also commented on the Building project. It is very common for changes in direction to occur in a project of this size, however, the options the Committee are now discussing are good ones. Designs will be presented at the February Board meeting. More discussion on the building project will follow later in the meeting.

Friends of the Library

President Leavitt reported that internet sales of books totaled \$4,000 in December.

Library Director's Report

Director Nolan noted the written report included in the Board packet. Geri Diorio is at the American Library Association mid-Winter Conference in Seattle as part of the Emerging Leaders program. The Friends have generously agreed to finance this trip and associated expenses. Director Nolan has also called the Danbury News Times to do an article on Geri.

Director Nolan also noted the bequest from Edna Mae Olson to the library, the budget letter submitted to First Selectman Marconi, and the fact that Children's Programmer Diane Tinacci has returned to work full time after a lengthy absence for health reasons.

Assistant Director Rindfleisch commented on the space utilization study currently being conducted. One initial observation has been that laptop computers are being used quite extensively throughout the library.

### Building Committee

Board Chair Coffin reported that Morganti, our construction management company, is now working with Newman, our architects. Several options are being looked at and specific pricing is being developed. The Committee expects new drawings from Newman at its next meeting on January 31. The Department Heads have provided valuable input into the current option and the Committee feels a plan is emerging that will be exciting and marketable to the Board of Selectmen and the general population. Details of Plan C, construction of a new building on the Webster footprint and a small connecting structure to the existing library, will be presented at the February Board meeting.

Chair Coffin also discussed the timing of a possible referendum, but stressed that no decisions have been made. He expressed hope of getting on the Board of Selectmen agenda for early March and a possible public hearing the third week in March.

### Finance Committee

Committee Chair Authier reported that, due to the lack of a quorum, the Committee did not meet this evening, but that at their next meeting they will be looking at rebalancing the investment portfolio. He did report that the Webster Bank is cash positive and that capital campaign money has started to come in.

### Development Committee

Committee Chair Meachem asked Board members to save the date of April 27 for the annual Donor Recognition event. It will be a catered event held in the Morris building on a Friday evening.

He also reported that 190 Annual Appeal reminder letters have been mailed to previous givers from whom we have not heard during this appeal year. Assistant Director Rindfleisch noted that as of this date \$120,000 has been raised from the Annual Appeal, \$143,000 when matching gifts are included. This represents 99.54% of the operating goal of \$160,000.

A question concerning the receipt of United Way contributions was raised. It was unclear as to whether or not the library was receiving monies which contributors have specifically earmarked for the library. Assistant Director Rindfleisch will look into this matter.

### Campaign Planning Committee

Board Chair Coffin said that the Technology Advisory Board is going well, but that Committee Chair Buckwalter will have more to report at the next meeting.

The Committee has been exploring the idea of planned giving to increase the endowment.

Director Nolan stated that the library has, in its collection, a set of Audubon "Birds of America" books worth several thousand dollars. These were given to the library some years ago with the understanding that they could be sold at any time. In anticipation of offering them for sale to a particular buyer, an official appraisal was sought from a member of the Antiquarian Booksellers' Association of America. A second opinion corroborated the value. After a brief discussion, it was moved and seconded to

allow the library to sell this asset with the proceeds to go to the capital campaign. Motion passed unanimously.

#### Referendum Committee

Committee Chair Pearson reported that some other findings from the telephone polling done in early December showed that most people expect to get information on this building expansion project from *The Ridgefield Press*. Senior citizens are fearful of being priced out of Ridgefield. Several respondents felt that libraries are becoming outmoded, and that the proposed project costs are too large. These comments help us concentrate our educational efforts.

A discussion followed concerning the development of a Political Action Committee for referendum advocacy. Several options were presented by Chair Pearson and after a brief discussion of each it was moved and seconded that the Board approve the use of the existing entity, the Ridgefield Library Association Inc., as the Political Action Committee for referendum advocacy, with its separate Campaign Accounts to be used for advocacy support, within budgetary constraints. Motion passed unanimously.

#### Marketing /PR Committee

Committee Chair Meachem reported that the Committee is developing ideas for stories and articles for *The Ridgefield Press*, *The Danbury News Times*, and *Ridgefield Magazine* that would raise awareness of the library. The Committee is also developing a timeline of tasks to be completed when the referendum date has been set. A tentative budget of between \$30,000 and \$35,000 has been developed to cover campaign signs and logos, graphic design, printing costs and other items. Changes in the library web page to ensure ease of navigation and communication are being developed.

#### Meeting Schedule for 2007

The schedule of meetings which was included in the Board packet was revised to reflect the February Board meeting to be at 7:00 pm on Wednesday, February 28, with the possibility of a follow-up meeting on March 1, 2007. Schedule was then unanimously accepted.

#### Executive Session

At 9:10 pm it was moved, seconded and unanimously agreed to adjourn the regular Board meeting and go into Executive Session for the purpose of a performance evaluation of the Library Director.

The Library Board went back into open session at 9:45 pm. It was moved and seconded to increase the Library Director's salary retroactively to July 1, 2006. Motion carried.

#### Adjournment

With no further business, the meeting adjourned.

Respectfully submitted,  
Emily Whittemore  
Administrative Assistant

APPROVED