

Ridgefield Library Board Meeting
January 26, 2009

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

Others present: Rebecca Bryan, R. Bryan Associates; Director Christina Nolan (ex-officio); Mary Rindfleisch, Assistant Library Director; Robert Leavitt, President Friends of the Ridgefield Library; Molly McGeehin, Financial Services; Leslie Vuilleumier, Executive Assistant

Excused: Barbara Dobbin, Robert Payne

Call to order

Chairman Peter Coffin called the Board meeting to order on January 26, 2009 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 members returned at 7:50 PM and the regular Board meeting resumed.

Approval of Minutes

The minutes of the December 15, 2008 meeting were approved as distributed.

Director Christina Nolan passed out a notice from the Consumer Product Safety Commission regarding a proposed requirement for lead testing that may affect schools and libraries. There is a potential of lead in the ink used to print books. The American Library Association has urged all to contact the Commission via email or phone call to request an exemption for the libraries and schools. The deadline is February 10, 2009 to send the requests. Email address or phone number to call can be found in the notice. The board was asked to assist in this call to action.

Chairman's Announcements

Abigail Cahill Kagen suggested we make a point of including community feedback in our announcements at the beginning of our Board meetings.

Consent Agenda

The consent agenda was approved as presented. It included the Assistant Director's Report, the Development Committee Report, the Strategic Planning Report and the Building Improvement Committee Report.

Friends of the Library

The Friend's initial meeting with Planning & Zoning regarding the placement of a storage unit has taken place. Another meeting will take place in early February. Chair Peter Coffin has been talking with First Selectman Rudy Marconi about a possible heated area the town may have available for the Friends to use in place of the Webster Bank building.

Audit Committee

Committee Member Beverley Rogers stated that Blum & Shapiro found the accounting and financial report were in conformity with general accounting principles. This is a clean unqualified report fairly stating the financial condition of the Association. Footnotes with regard to the pension plan, writing off certain expansion expenses were noted. Audit was finalized. Discussion took place on 2nd & 3rd recommendations of the audit concerning a fixed assets disposal policy and book depreciation expenses on monthly basis. A motion to approve the audit was moved and seconded. The motion carried.

Finance Committee

Committee Chair Peter Authier announced the Ridgefield Library was a little ahead of the budget and discussed about making an adjustment. The Investment Report is still being tracked. Progress has been made on pension investigation. Two members of the Finance Committee are looking into lowering the costs of the pension plan.

The Board has actively investigated and the demolition of the Webster Bank. This is a Board decision. Bids have been received with an 8-9 week time frame for demolition. The time frame includes regulatory waiting periods for waste abatement testing & the town demolition. A Press release is ready to go out on Tuesday, January 27, 2009 detailing all suggestions on the building's options and the announcement of the demolition. Motion was made for the Board to authorize paying off the mortgage, payment of the cost of the demolition and to proceed with demolition of the Webster Bank Building. Motion seconded and approved. Director Christina Nolan and Chair Peter Coffin are scheduled to meet with First Selectman Rudy Marconi to discuss the board's decision on Tuesday, January 27, 2009.

Operating Budget recommendations were made to adjust the 2009-2010 budget by submitting a flat budget. Certain areas would be reduced; the draw on the Endowment fund would stay at 4%. Motion was made to approve the proposed 2009-2010 budget and submit it to the town with those changes. Motion to approve the budget to be presented to the town was seconded and approved. The motion carried.

Advisory Board Meeting

All Advisory Board members have been invited to a meeting on Tuesday, January 27 in the History Room. The Board members are encouraged to attend.

Strategic Discussion on Development

Committee Chair Abigail Cahill Kagan and Rebecca Bryan spoke about organizations that have relationships with their donors are having a higher success rate in the donations area. Relevance of libraries was discussed with respect to loyal donors remaining. The number of donors has fallen off somewhat but the average contribution has increased. This is not the time for special events or donor recruitment but effective fund raising will be profitable going forward. The topic of how to better promote the appeal program was

raised. Assistant Director Mary Rindfleisch handed out an annual and giving trends report.

Activities of the Committee include plans for a Spring Donor's Social, Tribute Gift Program, Planned Giving, Library sponsorships beyond the usual town businesses, Volunteer Recognition, continuing to obtain feedback from Donors and a Significant Donor Thank You Event.

Rebecca Bryan suggested ways for the board to network with their friends, family, and acquaintances for library donations.

As there was no further business to discuss, the Library Board adjourned at 9:30 PM.

Recorded and respectfully submitted,
Leslie Vuilleumier
Executive Assistant