

Ridgefield Library Board Minutes – Monday, January 28, 2008

Members present: Peter Authier, Peter Coffin, Lori Dowling, Tom Hoban, Abigail Kagan, Liz Montanari, Brian Oren, Bob Payne, Cloris Pearson, Beverley Rogers, Bruce Ruehl, Eileen Walker

Excused: Melissa Buckwalter, Barbara Dobbin, Mark Meachem,

Others present: Chris Nolan, Library Director; Kerri Glass, the Goldstone Foundation; Bob Leavitt, President of the Friends of the Library; Emily Whittemore, Administrative Assistant.

Call to Order

Chair Coffin called the meeting to order at 7:30 pm in the Main Library.

Approval of Minutes

Approval of the December minutes was postponed until the February meeting.

Chairman's Announcements

Chair Coffin had no announcements except to say that there have been many meetings in the last month and plans for the expansion are moving forward.

Friends of the Library

President Leavitt announced that the Friends would hold off on any further capital campaign contributions and instead would be helping to fund the referendum campaign and the 300th celebration. Director Nolan drew the Board's attention to the Friend's membership form in the Board packet and urged members to pay their dues. Dues are renewable every January.

Finance Committee

Chair Authier drew the Board's attention to the 990 tax return. He urged members to familiarize themselves with the information on the return. The nine pages in the Board packet will be posted on the Library web site.

He also reported that the Committee accepted a contract to hire Rebecca Bryan in her new business, R. Bryan Associates, LLC. The contract is retroactive to January 1, 2008. The Committee also renewed the HVAC service contract with B&D Controlled Air for one year.

The year-end Investment Report showed a return of 6.0%. Benchmark is 6.2% so the Committee recommends no changes at this time.

Community Sign Board

Due to the zoning restrictions of the sandwich boards previously used to advertise upcoming events, the Town is now considering community sign boards scattered around town to publicize those events. The Town has asked the Library Board to consider having one of these community sign boards on the front lawn of the Library property. Information concerning the details of posting and keeping the board current will be gathered before making a decision.

A discussion followed as to the pros and cons. While the Board wants to be inclusive in the community, it was felt that a construction site wasn't a safe place for such a sign. No action was taken.

Expansion Project

Chair Coffin announced that Board member Eileen Walker has agreed to serve as Vice Chair of the Campaign Cabinet. A new organization chart of the campaign was distributed.

Vice Chair Walker suggested that her role would be the day-to-day operation of keeping the process organized and all parties involved. She noted that member Pearson's role has been expanded to include both marketing and public relations. The three facets of the project are fundraising, the message, and the building. She also noted the importance of the Campaign Steering Committee.

Building Committee member Montanari presented an overview of the building design so far. Renderings were distributed and Board Chair Coffin reported on his meeting with the Village Design Committee. A second meeting is scheduled for January 29.

Director Nolan mentioned that Bryan Shaughnessy and Susan Rich have joined the Campaign Steering Committee.

Board member Kagan then reported on the first Community Involvement meeting of January 24. The group was asked what the Library does well and what it can do better. She said the responses were very positive and that a great deal of enthusiasm for the Library was expressed at the meeting.

Vice Chair Walker then moved to a discussion concerning the Board's endorsement of the expansion project.

Chair Coffin thanked Vice Chair Walker.

Both Director Nolan and member Pearson suggested that Board members listen to the tape of the Board of Selectmen meeting of November, 2006. The tapes are kept in Director Nolan's office. Member Pearson will email a summary of the points of that meeting to the Board.

Old Business

None presented.

New Business

None presented.

Adjournment

Chair Coffin adjourned the meeting at 9:15 pm.

Respectfully submitted,

Emily Whittemore
Administrative Assistant