

Ridgefield Library Board Minutes – Monday, May 21, 2007

Members present: Melissa Buckwalter, Peter Coffin, Barbara Dobbin, Lori Dowling, Tom Hoban, Lynn Holley, Abigail Kagan, Mark Meachem, Liz Montanari, Brian Oren, Bob Payne, Cloris Pearson

Excused: Peter Authier, Bruce Ruehl

Others present: Christina Nolan, Library Director; Mary Rindfleisch, Assistant Library Director; 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

Minutes of the previous meeting were approved as distributed.

Announcements

Chair Coffin mentioned that the Library Social on May 4 went very well. It was a well-attended event, of about 100 people, many of them new faces. Campaign Chair Steve Goldstone gave an informative talk.

Friends of the Library

President Leavitt was not in attendance but asked that mention be made of the Ridgefield Folk concert of Sunday, May 20. It was a “sold out” event. The Friends have traditionally sponsored the Folk series.

The Staff Appreciation Luncheon is scheduled for May 23. This is an annual event also sponsored by the Friends.

Library Directors Report

Director Nolan complimented Assistant Director Rindfleisch on the completion and submission of two grants. She mentioned that the “Library Listens” survey has been completed and will be analyzed from various angles in the near future.

Camp Snooze, the annual 4th grade sleepover at the Library will take place on June 2-3. This year sponsorship will be shared by the Friends of the Library, Carnall Insurance and the new owner of Chez Leonard’s Hot Dog Stand.

Director Nolan also brought up the idea of possibly expanding the annual meeting of the Library Board in June. She suggested the possibility of a new practice whereby the Board would examine the Strategic Plan and the Feasibility Study in light of the Board’s accomplishments over the last twelve months. A Saturday morning in June set aside for this purpose may be more convenient than an evening meeting.

Assistant Director Rindfleisch said that Recorded Books would renew contracts for downloadable audio books until a new provider can be obtained, so that the Library will not be without this service. She also mentioned that the Library had approximately

1,800 patrons on Thursday and 1,400 on Friday as a good deal of the town was without power.

Campaign Planning Committee

Chair Buckwalter reported that recruiting for the campaign Steering Committee continues. Most recently, Jeanne Cook has joined the Committee. The Steering Committee is beginning to understand their role. Member Kagan mentioned that Rebecca Bryan had given Campaign Planning members contact information for various foundations that support libraries.

Finance Committee

Member Buckwalter reported that a capital expenditure repair of a water fountain was approved and the financial reports were reviewed. All reports were in order.

Marketing/PR Committee

Chair Meachem drew the Board's attention to the preliminary results of the "Library Listens" survey. He explained that Board members could read the comments from the survey and that further analysis would be done.

He mentioned that the "Read" ads will begin appearing soon, and that *The Ridgefield Press* of last week carried both the story of the Paccadolmi Awards and the anonymous gift to the Library.

An appeal will be going out in conjunction with the Summer Reading Program. Included in the appeal letter will be a voucher for a tote bag which can be picked up when parents sign their children up for the program. Chair Meachem provided a sign-up sheet for Board members to select their time preference for the distribution of bags during the first three days of the Summer Reading Program, June 21-23. Member Kagan reminded Board members to get parent's contact information during the distribution process.

Chair Meachem has received a proposal for costs of various programs over the course of the Building Campaign from Jason Calfo, a design and marketing expert. Some of these programs include a logo and tag line for the Capital Campaign, before and after pictures/renderings, graphic work in preparation for presentations, and referendum materials.

Chair Meachem moved that the Board approve an expenditure of not to exceed \$20,000 on the development of these materials to cover a period from now until late fall or possibly the end of the calendar year. The motion passed unanimously.

A brief discussion followed concerning the recent town vote in which the field improvement appropriation was not passed. Consensus was that the Library needs to position itself to be a "stand alone" item on the ballot and to rally its supporters.

Development Committee

Chair Meachem thanked Assistant Director Rindfleisch on her work on the grant proposals. Assistant Director Rindfleisch mentioned she is working on more grants and that the library is still receiving monies from the October Annual Appeal.

Building Committee

Chair Dobbin presented designs for what the Building Committee is referring to as Plan C. She expressed hope of having a completed design and cost figures by the June

Board meeting. A discussion followed which recapped the work of the Building Committee to date. Chair Dobbin felt that the Board needs to feel that this current design concept is attractive enough to sell to the community.

Chair Dobbin asked that the minutes reflect that the Finance Committee approved via email vote an expenditure of not to exceed \$38,600 to bring Plan C to completed design phase suitable for submission to Morganti Construction for cost analysis, and an additional \$3,300 for a Prospect Street façade rendering of the new construction.

Nominating Committee

Chair Holley profiled the two new proposed members of the Library Board.

Eileen Walker is on the Boards of the VNA, Cornell University, and the Harvey School, and is interested in further community involvement. She has expertise in strategic planning, believing it is most important do be done through an entire project.

Bev Rogers is a local attorney who specializes in employment law and trusts and estates.

Since no one is cycling off the Board except for Lynn Holley, and because former member Don Jones will be rejoining the Board upon his return to Ridgefield, the 2007-08 total Board number will stand at 16. The slate of officers for the 2007-08 year is as follows:

Chairman:	Peter Coffin
Vice Chairman:	Liz Montanari
Treasurer:	Peter Authier
Secretary:	Cloris Pearson

Voting on new Board members and the slate of officers will take place at the June Board meeting. Chair Holley also mentioned the possibility of having at least one committee meet during the daytime. This had been a suggestion from Eileen Walker, who had come to the attention of the Library Board thanks to Member Pearson.

Old Business

Member Holley mentioned that the Employee Handbook will be done very soon. It will be emailed to Board members for their review. Voting to accept the Handbook will be at the next meeting.

She also mentioned that one of the recommendations of the auditors was to do a financial risk assessment, which she is working to complete by the end of her term.

New Business

None

Adjournment

Chair Coffin adjourned the meeting at 9:10 pm.

Respectfully submitted,
Emily Whittemore
Administrative Assistant