

Ridgefield Library Board  
November 17, 2008

Present: Peter Authier; Peter Coffin, Chair; Barbara Dobbin; Lori Dowling; Tom Hoban; Abigail Cahill Kagan; Mark Meachem; Brian Oren; Bob Payne; Cloris Pearson; Beverley Rogers; Bruce Ruehl; Eileen Walker

Excused: Melissa Buckwalter; Brian Oren

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

The meeting of the Ridgefield Library Board was called to order at 7:30 pm in the Ridgefield Library by Board Chair Peter Coffin.

It was moved and seconded to go into Executive Session. The Board came out of Executive Session and resumed regular Board meeting.

Approval of Minutes

It was moved by Cloris Pearson, seconded by Lori Dowling, to approve the minutes as distributed with the exception that the date is October 27, 2008 NOT October 22, 2008. Motion carried.

Chairman's Announcements

Board Chair Peter Coffin announced that Dee Pantano is leaving her job as Executive Assistant. She did a wonderful job of fitting in and making a difference from the moment she arrived. We will miss her.

Chair Coffin noted that many committees are quite busy and making forward movement. There was some discussion of a communication plan to keep those outside of the Board informed. We have had record usage during this economic slowdown.

Friends of the Ridgefield Library

Carolyn Coleburn reported the Friends had a very successful recent book sale. Carolyn reminded folks of the upcoming Book Boutique the first weekend in December.

Development Committee

Abigail Cahill Kagan, Chair of the Development Committee, reported that the Annual Appeal is going well. More than 450 donors have contributed in excess of \$85,000 at this point. It is hard to tell if the economy has affected our donations just yet. Chair Kagan outlined the personal thank you's that each donor receives. Every donor receives a formal thank you letter with the appropriate tax information included. This letter is personally signed by the Library Director. For donors of \$500 or more, a personal contact is also made. There will be a year end summary mailed to each donor in mid-January to capture all the donations over the full calendar year in one document. We are considering a Thank-A-Thon in February. Chair Kagan distributed thank you notes to each board member to write a personal thank you to those they have solicited. These notes from Board members will be the standard from now on.

The Development Committee is taking a closer look at the Board to Board dinner. Only 4 responses have been received to date. Please give feedback on this event to Abigail.

The Development Committee will be handling the Library Social in the spring. In addition, the Development Committee will be adding some community members: Liz Montanari and Kecia Muller have joined this committee. Others are welcome.

It was noted that 2 years ago when we were in a Capital Campaign, the Board elected to direct all tribute gifts to the Capital Fund unless otherwise directed by the donor. This was an internal designation. Due to

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our changed circumstances, it was recommended by the Development Committee that the following change be adopted.

All tribute gifts (made in honor or in memory of someone) up to and including \$1,000 will be counted towards the annual campaign and used to satisfy the development revenue goal in the annual operating budget, unless otherwise specified by the donor. Individual tribute gifts of over \$1,000 or accumulated gifts given on behalf of one person that total over \$1,000 will be reviewed by the Development Committee, and a recommendation made to the Board regarding designation to the capital or annual campaign.

***Motion carried.***

Assistant Director Mary Rindfleisch reported that the Read-A-Thon last weekend exceeded expectations. The Teens had a goal of raising \$500. More than \$800 was raised for teen programming by Riley Meachem, Jamie Dowling and others. Several donors used the on line donation feature to make their contributions to this cause.

Nominating

Nominating Chair Tom Hoban reminded us that we have 2 slots to fill. The Board spent some time identifying skill sets that are needed at this time. There is a predominant feeling that communications, marketing and PR would be very helpful. As always we need to be mindful of continuing to spread our message into new circles of connections. We have several people who are being considered for these board slots in response to the information in the newspaper asking for self-nominations.

Building Improvement Committee

Chair Lori Dowling outlined some of the alternatives being examined. She also outlined potential building improvement projects that have a safety implication.

Audit Committee

Bob Payne, Chair of the Audit Committee, met with other Audit Committee members Barbara Dobbin and Bev Rogers along with the Library Director Chris Nolan and Financial Services Molly McGeehan on November 17 to go over the audit findings with the representatives of Blum Shapiro. The findings include that we have a clean, unqualified audit with high marks for our Accounting staff. There are a few items that need further investigation and may be re-classed. The Audit Committee will give their final report at a later date and they will ask the full Board to receive this year's audit at that time.

Finance Committee

Finance Committee Chair Peter Authier reviewed the current status on the pension contribution. He also updated the Board on the Operations Review as well as the Webster Bank.

There being no further business, the meeting was adjourned at 10:00 pm.

Recorded and respectfully submitted,  
Christina B. Nolan, Library Director