

Ridgefield Library Board Minutes – Monday, October 22, 2007

Members present: Melissa Buckwalter, Peter Coffin, Barbara Dobbin, Lori Dowling, Tom Hoban, Abigail Kagan, Mark Meachem, Brian Oren, Cloris Pearson, Bruce Ruehl, Beverley Rogers, Eileen Walker

Excused: Peter Authier, Liz Montanari, Bob Payne

Others present: Chris Nolan, Library Director; Mary Rindfleisch, Assistant Library Director; Kerri Glass, the Goldstone Foundation; Molly McGeehin; Emily Whittemore, Administrative Assistant.

Call to Order

Chair Coffin called the meeting to order at 7:30 pm in the Dayton Program Room.

Approval of Minutes

Minutes of the previous meeting were approved after a revision of the Campaign Planning section.

Announcements

Chair Coffin thanked Director Nolan and Assistant Director Rindfleisch for all of their hard work. The Annual Appeal is off to an excellent start and Chair Coffin thanked the Board for their commitment.

Consent Agenda

All items approved.

Building Committee

Committee Chair Dobbin reviewed the work of the Building Committee and the Board's approvals thus far. She then introduced Richard Munday of Herbert S. Newman & Partners who presented the design concepts. Explanation and discussion followed for several minutes.

Chair Coffin stressed the need for the Board to vote again to support the Building Committee's plan to move this design concept forward. Motion was made. Member Hoban asked what the staff was missing in this design. Director Nolan mentioned that one drawback will be the staff room. It is difficult to improve the space to a great extent, but it is nicely located away from the public areas of the library, which is a plus. The staff also will benefit from a large children's programming area, adult materials all on one floor, popular materials grouped together and study rooms. All of this will, hopefully, be incorporated into the current design. Chair Dobbin also mentioned that climate control in the building is a major issue with the staff. However, it is understood that uniform temperature in the remodeled building is not assured. The motion passed unanimously.

Finance Committee

Chair member Buckwalter said that by the next Board meeting, the Finance Committee will have a proposal for the capital budget. Since the due date for submission of the capital budget to the Board of Selectmen is November 30, it was suggested that the capital budget proposals and thoughts of the cabinet be emailed ahead of the November 26th Board meeting so members have an opportunity to look them over. Member Buckwalter said information on strategy and alternatives would be sent out prior to the Board meeting, then the Finance Committee would offer their recommendations at the meeting.

She drew the Board's attention to the third quarter investment report but said the Committee had no recommendations for change as the investments are exceeding benchmark.

Director Nolan drew the Board's attention to the Investment Report. She mentioned that the 60/40 asset allocation had resulted in 7.0% return YTD. Our return is 7.3% which is slightly better. She also mentioned that the Balanced Index Fund is where we are holding the capital campaign funds.

Audit Committee

The Audit Committee met with Director Nolan, Molly McGeehin and the auditors recently. It was a clean, unqualified audit with no issues of concern. Motion was made to accept the audit. After a brief discussion concerning new accounting standards and changes in the campaign pledge form, the motion passed unanimously.

Development/Campaign Planning

Assistant Director Rindfleisch reported that the Annual Appeal was mailed approximately 10 days ago and already 263 gifts have been received for a total of \$56,000. The goal is \$144,000. Of the gifts received 94 are for the same amount as last year, 51 are an increase from last year, 52 are new, 48 are recovered, (received in previous years but not last year) and 18 are a decrease from last year.

Committee member Meachem urged Board members to make a serious attempt to meet someone they do not know at the upcoming Board to Board dinner. He also suggested that Board members should make some notes as soon after the event as possible. Those notes can be emailed to Assistant Director Rindfleisch.

The rendering presented by Richard Munday may be on display at the Board to Board dinner.

Old Business

None presented.

New Business

Member Dowling mentioned that the Project Advisory Board met recently. It consists of knowledgeable construction specialists who will be very helpful in meeting with Town officials.

Member Buckwalter reported that the Technology Advisory Board is scheduled to meet on November 10. They will need details on the technology in the new building so they can develop costs.

Adjournment

Chair Coffin adjourned the meeting at 9:35 pm.

Respectfully submitted,

Emily Whittemore
Administrative Assistant