

Ridgefield Library Board Minutes – Monday, September 24, 2007

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

Excused: Mark Meachem, Eileen Walker, Director Nolan

Others present: Mary Rindfleisch, Assistant Library Director; Kerri Glass; 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

Minutes of the previous meeting were approved as distributed.

Announcements

Even though Director Nolan has been away, the Board has moved forward on many positive fronts.

Chair Coffin encouraged all Board members to return their Annual Appeal pledge card before the general mailing in October.

Consent Agenda

Member Hoban asked about the two employees that have left the library. A brief discussion followed concerning the customer service seminar that was conducted recently with the Circulation staff by Director Nolan and members Kagan, Pearson and Walker. The seminar was very well received and hopefully will be expanded to include the entire staff.

Motion was made to accept the Consent Agenda items. Motion was seconded and passed unanimously.

Development Committee

Committee Chair Montanari reported that the letter packets for Board Members personal notes to Annual Appeal recipients should be ready by Friday, September 28. They should be returned to Mary as soon as possible. The general mailing will be October 12.

Invitations to the Board to Board dinner have been mailed. The date is Sunday, October 28.

Finance Committee

Committee Chair Authier had no report as the Finance Committee did not meet this month. There will be an update on the third quarter report at the next Board meeting.

Campaign Planning

Chair Coffin drew the Board's attention to the Leadership Organizational Structure and the Composition and Purpose of both the Capital Campaign Planning Committee and the Campaign Cabinet. He explained these were developed with guidance from Rebecca Bryan and will be crucial to

strategic decisions. With the formation of the Campaign Cabinet, there will be a clear path of decision making. He asked for a motion to accept the formation of the Campaign Cabinet. Motion was made, seconded and passed unanimously.

Kerri Glass distributed a list of corporate, foundation, and individual prospects for the Capital Campaign and asked Board members to identify any they know and to fill in any contact information.

Chair Coffin then reviewed the various building plans that had been considered up to this point:

- Plan A: all new (except for the original Morris Building)
- Plan B: minimal remodeling & updating to the existing building and an addition.
- Plan C: an addition to the existing building with more meaningful renovation to the current library. It is modest but gives us an improvement to all areas.

Following a meeting with Campaign Chair Goldstone, architect Richard Munday, Chair Coffin, Rebecca Bryan, Kerri Glass, and Assistant Director Rindfleisch, the recommendation put before the Board is to move forward with Plan C with a specific agreed upon project price tag. Motion was made and seconded. A discussion followed concerning various aspects of the plan. The architects will now be authorized to move forward to complete pre-design work and schematic designs with specified deliverables for fundraising and promotional needs. The Board authorized a “not to exceed” figure of \$250,000 for schematic design. This number supersedes all previous authorizations. It is the hope to have a presentation for the Board at its next meeting. What is presented at the Board to Board dinner will have to be determined. The motion passed unanimously.

Strategic Discussion

Member Pearson led the Board in a discussion concerning the needs and values of the community and how to use those points in making a case for a new library. The Board used four questions as a basis for their discussion:

- When people ask you why the Library needs this project/space, what do you say?
- What do you see as the most compelling reason for initiating this campaign?
- When considering your own financial gift to the campaign, what are your reasons for giving?
- What will be the greatest value/advantage that citizens of Ridgefield will gain from the completion of the Building Project?

Board members were also asked to complete the questions in writing and submit to member Pearson for compilation and possible further discussion.

Old Business

None

New Business

None

Adjournment

Chair Coffin adjourned the meeting at 9:10 pm.

Respectfully submitted,

Emily Whittemore
Administrative Assistant