

Ridgefield Library Board Minutes – Monday, August 27, 2007

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

Others present: Christina Nolan, Library Director; 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 Dayton Program Room.

Approval of Minutes

Minutes of the previous meeting were approved after citing a minor spelling error.

Announcements

Chair Coffin welcomed Members Rogers and Walker to their first meeting in the Library. He also welcomed Kerri Glass and explained that she would be sitting in on various committee and Board meetings.

The Annual Appeal is being prepared for mailing. Chair Coffin reminded the Board that 100% participation in the Appeal by Board members before the Appeal materials are mailed is strongly encouraged. Expectations have risen and he challenged Board members to consider increasing their response to the Annual Appeal.

Committee assignments have been completed. Chair Coffin noted that Marketing/PR will operate under Referendum Advocacy until after the referendum. A board of construction experts is being developed to advise the Library on various aspects of the building project.

The Board to Board dinner will be held in October. It is a nice social event that keeps former members informed.

The Board meetings are going to a consent agenda, which will give the Board time to cover more substantive topics at the meetings.

Consent Agenda

Library Director's Report: Approved

Development

Committee Chair Montanari reported that the Annual Appeal is scheduled to go out October 6. Assistant Director Rindfleisch has packets for each Board member to write individual notes. Committee Chair Montanari cited statistics from last year that indicated a higher financial return on personalized solicitations. She also asked that each Board member add three new names to their lists and to personally meet with at least one person on the list to find out what is important about the Library to them.

Committee Chair Montanari also reported that the Board to Board dinner would be on Sunday evening, October 28 at Melissa Buckwalter's home.

Chair Coffin thanked Chair Montanari for her efforts and also thanked member Meachem for his past service as Development Committee Chair.

Planning Committee

Chair Coffin explained that this Committee was being reactivated so as not to lose sight of the Library's purpose in the midst of the building process. Member Walker will chair the committee.

Committee Chair Walker wants to focus on 8-15 years from now and what we want the Library to be. The Library has a mission statement, but no vision statement. She questioned Board members as to how the planning process was handled in the past. It was suggested that the Strategic Plan be looked at on an ongoing basis, and also that the Technical Advisory Board think about how the planning of their aspects of the new building will develop into the future. There needs to be long term plans for many other things also (emergency situations, personnel, human resources) and those plans need to be refreshed from time to time.

Committee Chair Walker then distributed a questionnaire and asked Board members to complete and return before meeting's end. She said there would be a Planning Committee meeting in October.

Finance Committee

Committee Chair Authier suggested that in the future the Finance Committee report could be put on the Consent Agenda. There was agreement on this issue. During this evening's Committee meeting, the Finance Committee approved the distribution of anticipated appeal funds over the next fiscal year.

The Quarterly Investment Report was distributed and Director Nolan spent a few moments explaining the report for the benefit of newer Board members. She also drew attention to the Investments and Special Funds distributed once per year in the first Board packet of the new fiscal year. This document is a "must read" for all Board members to become familiar with our special accounts.

Building Committee

Committee Chair Dobbin reported that we have had a professional assessment of the roof systems in the existing building. There are strong indications of work needed both on the copper roof, other roofs in different areas of the building and the chimney. Because the copper roof is a part of the historic Morris building, we are exploring grants with the Connecticut Commission on Culture & Tourism.

Progress is being made on negotiation of architectural fees with HSNP.

A discussion followed on time of the referendum and planned ground breaking

Committee Chair Dobbin prepared the Board for considerable activity on the building expansion in the near future.

Adjournment

There being no Old or New Business, Chair Coffin adjourned the meeting at 8:55 pm.

Respectfully submitted,

Emily Whittemore
Administrative Assistant