

## **Ridgefield Library Board Minutes – Wednesday, February 28, 2007**

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

Excused: Peter Authier

Others present: Christina Nolan, Library Director; Mary Rindfleisch, Assistant Library Director; Pat Kriss, Campaign Manager; Emily Whittemore, Administrative Assistant.

### Call to Order

Chair Coffin called the meeting to order at 7:05 pm in the Dayton Program Room.

### Approval of Minutes

The minutes of the February 6 joint meeting of the Library Board and the Building Committee were approved as corrected to show that Liz Morganti should read Liz Montanari. The January 22 minutes were approved as presented.

### Chairman's Announcements

Chairman Coffin mentioned that meetings with key donors will be scheduled in the near future.

### Friends of the Library

President Leavitt was not present, but Assistant Director Rindfleisch mentioned that activities for the Friends are at a lull at the moment. Their major spring book sale is in early May.

### Library Director's Report

Director Nolan mentioned that the Library Director's report was sent via email late this afternoon. She distributed an article on the Technology Advisory Board that will appear in the March 1 edition of *The Ridgefield Press*. She also thanked all Board members for their hard work.

### Finance Committee

Committee Member Buckwalter reported that the investments were reviewed, the Committee approved the renewal of the Library's contract with Payne Forrester, Webster Bank's common charges are completely paid up and the budget is on schedule with a slight underage on expenses.

### Campaign Planning

Chair Buckwalter mentioned the upcoming meetings with some key donors. The Committee has been discussing naming opportunities, and on that subject she has gotten positive feedback from all Board members via email exchanges since the last Board meeting. The Board approved the major naming opportunities. Over the next month the Committee will discuss naming opportunities on lower levels and will present their recommendations at a later date.

Marketing/PR Committee

Chair Meachem reported that, because we have more time until a referendum, the Committee has discussed other ways of promoting the Library and the building project.

May 4 will be the date for the annual Library Social event. Invitees will include donors, Technology Advisory Board, and Referendum, Building and Campaign Steering Committee members. There will be more information on the event later.

Nominating Committee

Committee Chair Holley reported that the time for selecting new Board members is fast approaching. An advertisement will go into *The Ridgefield Press* soon. Other sources of potential members will come from the same ad on our website, through the Friends, and from personal recommendations. She asked that members assess the current Board as to what may be lacking in terms of expertise, background, gender, age, etc. Any potential new members' name should be passed on to Chair Holley prior to the Library Social event in April.

When asked, Chair Holley indicated that probably two new members will be selected, but possibly three. She will know better after polling those current members who are completing their first three-year term. Board member Meachem suggested that one area of expertise may be familiarity with Town government.

Chair Holley suggested that Board members email her with any thoughts or suggestions. She also thanked member Pearson for helping with the nominating process.

Building Committee

Committee Chair Dobbin led the Board in a discussion of the current building project. The purpose of the discussion was to get Board agreement on the scope and the budget of the project. To this end, all aspects of the project were discussed including changes to the existing building, what the new building plan will and will not provide, maintenance and staffing costs, and general budget and timing issues.

At the end of the discussion, Chair Dobbin moved that the Board approve up to \$40,000 for HazMat and Geotech studies to be done. Motion passed unanimously. She then moved that the Board approve up to \$233,000 for schematic designs to be done. That motion also was unanimously passed.

Old Business

None presented.

New Business

None presented.

Adjournment

Chair Coffin adjourned the meeting at 9:00 pm.

Respectfully submitted,  
Emily Whittemore  
Administrative Assistant