

Ridgefield Library Board  
June 25, 2007

Present: Peter Authier; Peter Coffin; Barbara Dobbin; Tom Hoban; Lynn Holley; Abigail Kagan; Mark Meachem; Liz Montanari; Brian Oren; Bob Payne; Beverley Rogers; Bruce Ruehl; Eileen Walker

Excused: Melissa Buckwalter; Lori Dowling; Cloris Pearson

Others present: Director Christina Nolan (ex-officio); Mary Rindfleisch, Assistant Library Director; Rebecca Bryan, Consultant with Payne Forrester; Bob Leavitt, Friends of Ridgefield Library, President.

The Annual Meeting of the Ridgefield Library Board was called to order at 4:15 pm in the Elms Restaurant, Ridgefield, by Board Chair Peter Coffin.

Minutes of the Meeting of May 21, 2007 were approved as distributed. Motion made by Peter Authier, seconded by Bob Payne. Motion carried.

Chairman's Announcements

Chair Coffin commented on the upcoming Retreat to follow the Annual Meeting. He hopes this becomes an annual event. He welcomed newly proposed Board members Eileen Walker and Beverly Rogers to the group and the exciting work ahead of them. Peter Coffin noted that this is Lynn Holley's last meeting as a Board Member---having served two consecutive terms. Lynn has contributed in the areas of Strategic Planning, Personnel, Audit work, Nominating and Marketing/PR.

Peter Coffin distributed a committee preference sheet to be filled out and returned to him so that committees can be selected for the upcoming year.

Friends of the Ridgefield Library

Bob Leavitt, President of the Friends group reminded folks of the mini-book sale this weekend on the front lawn. Many of these books were selected to be appealing for families with children in the Summer Reading Program.

Library Director's Report

There was no written report. Today is the first day of Summer Reading Program and the Children's Room is very busy. Board Members and some staff have been busy giving out the Ridgefield Library Tote bags as a gift to parents for their support of Summer Reading---bringing the children to the Library, making reading a priority in the home, etc. The bags have been very well received. During the past month there has been a great deal of activity. The Friends/Library Board mixer was beautifully hosted by Liz Montanari on June 1. Camp Snooze was a huge success---held on June 2. Board members Abigail Kagan and Brian Oren participated as Camper Volunteers ---they even spent the night. The parent helpers for this year's Camp Snooze were outstanding. Work with webpage designer Fredi B continued during this month. Dorothy Pawlowski and I attended a day long session on the practical applications of two new technological developments: blogger and flickr. Several staff members (Dorothy Pawlowski, Elise Miller, Lesley Lambton, Geri Diorio, and Karen Kazzi) attended BookExpo and greatly enjoyed the opportunity to meet with authors, publishers and publicists. Generally we are

able to book a number of good author talks from this conference. Geri Diorio attended the major American Library Association Conference in her role as one of the 100 Emerging Leaders. During the middle of the month Ridgefield experienced a weather “microburst” that resulted in many residents being without power for 3 or more days. As has happened in the past when this happens, the Library is flooded with people using our wireless to stay connected to their jobs. The orientation of the 2 proposed board members was held on June 21.

New notebooks have been prepared for the upcoming year.

#### Nominating Committee

It was moved by Lynn Holley, Chair of the Nominating Committee, to elect Peter Authier, Peter Coffin and Mark Meachem for an additional 3 year term. Their term will end in June 2010. Motion carried.

Lynn introduced the two proposed new Library Board members: Eileen Walker and Beverly Rogers. Background information on each of these candidates has been previously distributed. The Nominating Committee (Lynn Holley, Brian Oren and Bob Payne) is very pleased to have had an excellent group of applicants and even more pleased to have narrowed the selection down to these two individuals. It was moved by Lynn Holley, Chair of the Nominating Committee, to elect Eileen Walker and Beverly Rogers to the Ridgefield Library Board for a three year term ending June 2010. Eileen Walker is a Library Board Appointee and Beverly Rogers is a First Selectman appointee. Motion carried.

It was moved and seconded that the slate of officers previously proposed be adopted:

Chairman: Peter Coffin

Vice Chairman: Liz Montanari

Treasurer: Peter Authier

Secretary: Cloris Pearson

Motion carried. Since the signators have not changed from the previous year, there is no need to sign new banking/investment resolutions.

#### Finance Committee

Finance Chair Peter Authier noted that the Proposed Final Budget has been included in the Board packet. It has been approved by the Finance Committee to adopt this for the coming fiscal year. Motion carried.

Commercial Property Update---Suite 201 has come to the end of his lease. We are trying to rent to a new tenant on a month to month basis. Suite 202/203 has given notice to vacate the office. We will seek a new tenant on a month to month basis. Suite 205 –their lease ends August 14 and they will not be renewing. We will seek a new tenant on a month to month basis.

Cash management of 2006-2007 Budget. We had anticipated using a total of \$118,500 from our investment earning. During the course of the year, we used only \$70,000 ( a draw in August for payment of pension expense). The remaining \$48,500 has been left in the investment to grow. We had anticipated a \$63,600 contribution from the commercial property. We took only \$33,000 of this, leaving the rest to grow. The development income was significantly above anticipated. \$100,000 was transferred from the Gift Account to satisfy operating expenses towards the end of June.

Personnel Committee

Lynn Holley is pleased to present the Employee Handbook. This has been a 6 year project. It has been distributed to the Board members for their review in advance of this meeting. Some general comments and clarifications followed. It was moved and seconded to adopt this handbook. Motion carried.

Lynn has already reviewed various personnel issues with the upcoming chair of the Personnel Committee, Cloris Pearson.

Audit Committee

Lynn Holley reviewed some of the requests mentioned in the Management Letter from the auditors last year. Non-Profits are increasingly having to meet standards adopted in the For Profit world. One of the requests was for a Fraud Audit: a review of the many ways the Library is potentially open to risk of loss. While the intent of the auditors might have been to focus on financial loss, the Fraud Audit document distributed has expanded beyond this to include other areas. This document has been reviewed by the Department Heads and Administrative staff and will continue to be examined. It was moved and seconded to adopt this Fraud Audit Document. Motion carried.

Building Committee

Barbara Dobbin, Chair of the Building Committee, led the entire Board through the June 13 designs. A lengthy discussion followed. The Board unanimously approved pursuing the HSNP designs of June 13 and moving ahead with architectural plans. The Board will approve a specific dollar figure for the construction at a later date when specifics are known. It was agreed that the Board will be kept informed as this work progresses.

Peter reminded Board Members that we will not be having a July Board meeting. Committee assignments will be made shortly. Meeting adjourned at 6:15 pm.

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

Retreat followed