

MINUTES
**BOARD OF SELECTMEN
SPECIAL BUDGET MEETING
Oxford Town Hall
February 19, 2013**

The meeting was called to order by First Selectman George Temple at 4:30 p.m. Present: First Selectman George Temple, Selectman Dave McKane. Also present: James Hliva, Finance Director. Absent: Selectman Jeffrey Haney.

The purpose of the Special Meeting is to review department budgets.

Library

Dawn Higginson attended the meeting.

Jim noted that there is no wage increase listed for the Director in the budget. This is due to the fact that she is a union employee (supervisor's union) and the contract is up in June 2013. The wages for the librarian, children's librarian and circulation librarian show an increase of 3.25% per union contract.

Computer-library catalog shows a requested increase and was discussed. The fee for this is paid annually.

Computer –hardware shows a requested increase and was discussed. Dawn explained that one computer is replaced per year. The fee will also cover the purchase of five tablets that can be used by patrons in the library. This will expand the wireless use for patrons without hard wiring within the building. She noted that the four existing computers for patrons are insufficient.

Selectman McKane noted that some line items are not used much and it is half way through the budget year. Dawn explained that some items do not come due until spring such as magazines and newspapers. It was noted that the department asked for an increase in the telephone line item and it appears that it may be unnecessary. It was noted that only a small amount has been expended from the dues line item and Dawn explained that two items will be paid for in the spring.

Computer maintenance was discussed. Dawn noted that a grant was received that helped fund the costs for the maintenance. Some of the funds in the line item will also be needed to cover maintenance costs for the fiscal year.

Dawn noted that the hours that the library is open has increased from forty-eight to fifty-one hours per week. This has caused an increase in the part-time workers' hours.

The \$6,000 increase for books was discussed. Dawn noted that there is a large request from patrons for newly published books to be ordered. She also focuses on purchasing books that are on the children's summer reading list. The books are purchased at wholesale cost. She noted that the library is 20,000 books under what is considered a base core collection for a community of our size. When asked, Dawn noted that if a cut were necessary, the choice to cut funding from magazines instead of books would be made.

First Selectman Temple asked for a review of children's activities. Dawn noted that this included the civic activities line item and she reviewed the programs. There is a \$500 increase requested in this line item.

Dawn asked that funding not be cut for the three part-time employees in this department.

Finance Department

Jim Hliva noted that the budget is up less than 1%. Regarding contracted services-audit, he explained that in the current budget, the fee was raised due to the fact that bids were being submitted by auditors and it was unknown what funding would be needed. New auditors were hired and the figure requested for this line item has been decreased.

Request to increase the wages for finance director, bookkeeper and clerk wages was put in and a request for the clerk's hours to increase was also put in (for insurance work).

Motion to adjourn was made by Selectman McKane at 6:30 p.m. This was seconded by First Selectman Temple. Motion carries.

Respectfully submitted, subject to approval

Marni Soss

Marni Soss, Clerk

13 FEB 26 PM 1:54
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK