

Oxford Library Board of Director's
Regular Meeting
December 16th, 2015

Roll Call:

Meeting called to order: 6:33 P.M.

In Attendance: Keating; Federowicz; Briganti; O'Brien.

Also in attendance: Higginson, Rivero.

Acceptance of November Meeting Minutes:

Review for acceptance of November Meeting Minutes.

Motion to accept November Meeting Minutes: Briganti; Second: O'Brien.

Vote: 4-0.

Audience of Citizens:

Laurie Abbot,
President, Friends of the Oxford Library,
Oxford, CT

Friends has not tallied funds raised for the Holiday Fundraiser, which ended morning of November 16th, as of yet.

An official thank you from Abbot to Library Staff for all their help in the endeavor of the Holiday Fundraiser.

Friends back in January to discuss particulars for fundraising going forward for new library and library building.

Discussion on ways to promote and publicize tree lighting/ticket sales for holiday raffle for a better response.

Treasurer's Report:

Submitted and presented by: O'Brien.

Requested numbers from Hliva for this meeting on December 8th by O'Brien; no numbers received.

Donations for the month of December: \$120.00.

Copier: \$113.00; Fines: \$65.00; Lost and Damaged Books: \$20.48.

Motion to accept Treasurer's Report: Briganti; Second: Federowicz.

Vote: 4-0.

Director's Report:

Director's Report submitted and presented by: Higginson.

Adult Book discussion held.

Friends meeting held and discussions on renewing upcoming museum passes as well as Holiday Fundraiser.

Building Committee met with town engineer with testing and surveys being done on the land where new library building is proposed to be built.

Discussion of contract sent to committee from the architect with items reviewed for the building of the library along with bidding process for contracts.

Interviews for part-time Circulation Clerk have begun with the hopes to secure a candidate by December 31st, to be hired at the next Selectmen's meeting, scheduled January 6th.

Weeding and rearranging of collections in the library have been done.

Publicity of services and goods by local photographer will be made in newspapers as well as social media. \$250.00 worth of photography services at a discounted price of \$150.00, will be available for purchase through the library with funds donated to the Library Building Fund.

Higginson submitted a rough draft of the Annual Budget for 2016 – 2017 and a copy of the Appropriation Summary for the Town of Oxford dated July 1st, 2015 through December 03, 2015.

A letter addressed to Library Board of Director's from First Selectmen, George Temple, dated November 23rd, 2015 was also submitted/presented to Library Board of Director's. Letter states that if the Library Board members have any concerns about an employee, to please see him (Temple), as there are union laws and regulations and correct procedures must be followed.

- **Discussion and Possible Amendment to September Meeting Minutes:**

Higginson submitted letter with requested changes to September's minutes.

Board has reviewed the minutes and the request and decided that no action/change is needed. Board's decision is based on Director's Report which was submitted/presented in September and it was a discussion only and no motions or votes were taken. The only decision made was for Higginson to submit an informational letter for review to the Board of the changes at the next meeting.

Break at 7:01 p.m.

Meeting back to Order: 7:24 p.m.

Children's Librarian Report:

Children's Librarian Report submitted and presented by: Rivero.

Multiple activities being implemented in the month of December include: Chess club, musical mornings, Show and Tell Story Time, Science Snoopers, and cards for a young member of our community.

Program Feedback form has been drafted for patrons of all ages to submit to Library Staff to help with programs and ideas for programming/activities going forward. The form also includes statistical questions including times which are convenient for them.

Oxford Girl Scout Troop will be hosting programs once a month starting in January to work towards their Bronze Award.

Looking to revitalize Junior Friends and in January will host an invitational meeting for feedback and ideas.

Rivero submitted calendar of events for December as well as the form for patron feedback.

Board thanked Director and Children's Librarian for their reports.

Chairman's Report:

Library Board Received Agenda for Town Meeting scheduled for Wednesday, December 16th, 2015 at start of Library Board of Director's Meeting. Not enough notice given for Board to accommodate attending this meeting.

Old Business:

Discussion on Strong Estate Monies.

Reiteration to look for possible new Board Members.

Website revisited and Higginson states that website is "mostly" mobile friendly and "needs some work".

Board asked if Higginson had submitted the quarterly report to Board of Finance and Selectmen which she was directed to do so at November's meeting. She states she has not submitted this report.

New Business:

List for possible caterers for the celebratory meeting/get together with all Boards.

Look over draft of budget submitted by Higginson for next meeting discussion.

Cameras in library are now making noise constantly; Federowicz will have it looked into.

Adjournment:

Time: 7:55 P.M.

Motion to adjourn: Briganti: Second: Keating.

Vote: 4-0.

Minutes subject to approval at next meeting.

Respectfully Submitted by:

K. Solicito

15 DEC 17 PM 4:45
TOWN OF OXFORD, CT
Briganti A. Keating
TOWN CLERK