

Oxford Library Board of Director's  
Regular Meeting  
February 17<sup>th</sup>, 2016

**Roll Call:**

Meeting called to order: 7:08 P.M.

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

Also in attendance: Higginson.

**Acceptance of January Meeting Minutes:**

Review for acceptance of January Meeting Minutes.

Motion to accept January Meeting Minutes: Gawitt; Second: O'Brien.

Vote: 5-0.

**Audience of Citizens:**

Laurie Abbot,

President, Friends of the Library in Oxford

Friends presented Sound Tiger Tickets to Children's Librarian.

Friends will be participating in the Give Local campaign in the Waterbury area.

Discussion on upcoming events and sponsorships for Friends.

Library and Friends will contribute to the cost of Book Page magazine each month for 25 copies for the library.

**Treasurer's Report:**

Submitted and presented by: O'Brien.

Copier: \$55.00; Fines: \$35.00; Lost and Damaged Books: \$24.00. Total: \$114.00.

No changes to Grants or Gift/Bequests.

Change to Library Construction account to reflect 7 months interest for a grand total of:  
\$4838.50.

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

Vote: 5-0.

### **Director's Report:**

Director's Report submitted and presented by: Higginson.

Adult Book discussion will be held.

Building Committee did not meet in February, but Chair, George Mitchell, attended Board of Selectmen's meeting. Contracts for the engineer and architect were approved.

Part time Circulation Clerk has been filled and candidate started January 25<sup>th</sup>.

Staff meeting held.

Higginson doing an online class titled Library Journal on Lead the Change.

Architect for new library building will be coming to meet with Library staff to start the construction document process.

Summer reading program has been expanded to include an adult reading program as well.

Submitted with Director's Report: minutes from Selectmen's Meeting and staff schedule dated February 15 through April 1, 2016.

Possible procurement of color copier for public use. Looking into pricing.

Possible meeting with architect and Library Board for discussion on new library building.

Security in new building is to be a priority.

### **Children's Librarian Report:**

Children's Librarian report submitted by Rivero; presented by Higginson.

Multiple activities being implemented in the month of February include: Chess club, musical mornings, Show and Tell Story Time, Science Snoopers, Junior Friends meeting, and Teen Homework Night.

Two new programs include Girl Scout Troop 60751 running programs each month and a Collector's Club.

Rad Art event was successful despite bad weather.

New books have been ordered including Nutmeg Award books.

Junior Friends has expanded and are scheduling events.

Center School and Library are coordinating activities around the Iditarod, including a movie night.

Tech week activities will be implemented in March.

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

### **Chairman's Report:**

Emails were sent for this month's financials for the Treasurer's Report and were received in a timely manner.

Letters sent to Selectmen to approve architect.

Complaint by patron to Library Board regarding a staff member and their interaction, or lack thereof, with the patron discussed.

Board, again, reiterated staff's acceptable behavior.

Keating will send Higginson a Customer Service handbook and Higginson is to address, again, the staff regarding customer/patron interactions and expected behaviors of staff.

Discussion on Board member Joncyk and her absences. Keating will reach out to Joncyk to see if she wants to continue, or step down.

Discussion on all Board Members terms.

Question and discussion on proposed budget.

#### **Old Business:**

Meet and Greet tabled until next month's meeting.

#### **New Business:**

#### **Adjournment:**

Time: 8:50 P.M.

Motion to adjourn: Gawitt: Second: Briganti.

Vote: 5-0.

Minutes subject to approval at next meeting.

16 FEB 18 PM 3:04  
TOWN OF OXFORD, CT  
TOWN CLERK  
*Christina A. West*

Respectfully Submitted by:

K. Solicito