

Oxford Library Board of Director's
Regular Meeting
March 16th, 2016

Roll Call:

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

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

Also in attendance: Higginson.

Acceptance of February Meeting Minutes:

Review for acceptance of February Meeting Minutes.

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

Vote: 5-0.

Joncyk: Abstain.

Audience of Citizens:

Laurie Abbot,

President, Friends of the Library in Oxford

Marge Fitzgerald, Oxford

Friends of the Library will be campaigning for donations through Give Local again this year.

Patron who donated photography services and Friends working on changing advertising for this endeavor.

Rad Art will be sponsoring Friend's Coloring Contest and will present awards to the winners at the Oxford Cultural Commission's event in May.

Friends may supplement monetary help for the Summer Reading Program.

Treasurer's Report:

Submitted and presented by: O'Brien.

Copier: \$60.00; Fines: \$51.50; Lost and Damaged Books: \$20.00. Total: \$131.50.

Per J. Hliva, no changes to Grants or Gift/Bequests.

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

Vote: 6-0.

Director's Report:

Director's Report submitted and presented by: Higginson.

Adult Book discussion will be held.

Friends met and discussed Spring Art Contest, Connecticut's Give Local Fundraiser, and the support of Rad Art for the Spring Art Contest.

Staff meeting held.

Higginson states she implemented forms for the staff and Library Board to fill out in cases of customer service issues. Forms submitted with Director's Report.

Recap of Building Committee, landscape architect, and engineer meetings and decisions.

New adult coloring program to start in April, along with 2 children's authors visiting.

Higginson will be attending the Connecticut Education Network Conference in May and the Connecticut Library Association's conference in April.

Submitted with report: itinerary for one of the days for the Connecticut Library's conference, along with the quarterly report on Library activity for March, the schedule for library staff for March, and the proposal for the pricing from the Office Works for possible new color copier.

Discussion on the forms Higginson submitted for "customer service issues". Question on whether a patron had to provide their name when making a complaint. Higginson states that a long time ago, when she first started that if a person did not provide their name, it was hearsay. Board does not necessarily agree names should/need to be given if patron does not feel comfortable doing so. Board suggested a survey for patrons for how the library staff is doing. Higginson will work on making one.

Keating states that a grievous issue should be addressed in private with that staff member, and other issues, general issues, should be addressed to all.

Discussion on new layout of the new library building and timeline of building the new building.

Discussion on budget. Higginson states she will transfer funds into accounts which are and/ or become over.

Children's Librarian Report:

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

Multiple activities being implemented in the month of March include: Chess club, musical mornings, Show and Tell Story Time, Girl Scout led activity, and Junior Friends meeting.

Play group now meets Thursday mornings.

Rivero has been reaching out to schools and visiting doing various activities with the children.

Rivero has been researching various programs/ideas to implement the theme for this year's Summer Reading Program. One such program will be a Zumba class.

Has tried to secure the teacher's book list for summer reading now to get a head start.

Calendar for the month of April submitted with Children's Report

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

Chairman's Report

Discussion on Joncyk either face Timing or Skyping for future Library Board Meetings. Okayed by town as long as it is reflected in the minutes as such and with the understanding that she cannot be considered part of the quorum.

Old Business:

Presented pricing to Board for new color copier for patrons.
Board was informed they need to submit letter to Board of Finance to purchase a lease for a new color copier at a lower price with newer technology. Higginson will draft letter.

New Business:

Adjournment:

Time: 8:26 P.M.
Motion to adjourn: Brigant: Second: O'Brien.
Vote: 6-0.

Minutes subject to approval at next meeting.

Respectfully Submitted by:


K. Solicito

16 MAR 21 PM 1:04
TOWN OF OXFORD, CT
Brigant
TOWN CLERK