

Oxford Library Board of Director's

Regular Meeting

April 20, 2016

Roll Call:

Meeting called to order: 7:08 PM

In attendance: Keating; Federowicz; O'Brien; Joncyk.

Also in attendance: Higginson

Acceptance of March Meeting Minutes:

Review for acceptance of March Meeting Minutes:

Motion to accept March Meeting Minutes: Joncyk; Second: O'Brien.

Vote: 4-0

Audience of Citizens:

Marge Fitzgerald, Oxford

Treasurer's Report:

Submitted and presented by: O'Brien.

Deposits for April 2016 were as follows: Copier: \$48.50; Fines: \$109.00. Total: \$157.50. Per J. Hilva: no changes to Lost; Grants or Gift/Bequests; Library Building Fund; Library Construction; and Strong Estate.

Motion to accept Treasurer's Report: Keating; Second: Joncyk

Vote: 4-0

Director's Report:

Director's Report submitted and presented by: Higginson.

Highlights included:

Adult book discussion on April 21st: The Yellow Wallpaper and on May 19th: Kitchens of the Great Midwest.

On Saturday, May 21st, the Library will be hosting art programs from 10AM to 2PM while Cultural Arts has their activities upstairs and outside.

The Friends will be participating in the "Give Local" campaign which will be from 7AM on May 3rd to 7PM on May 4th through the Connecticut Community Foundation.

The kickoff summer reading program will be held on Wednesday, June 15th, with 8 hours of giant board games.

Next Library Building Committee meeting will be held on Monday, April 25th at 7PM.

Higginson held a staff meeting on April 11th to review upcoming programs, and talk about the new library.

At this point in the meeting the following discussion was generated:

The Library Board discussed the topic of job duties and tasks for all staff members. As we migrate to the new library it is important for all staff to be considerate; responsible; and be "team" players. For example, if there are book to be shelved, it is not the sole responsibility of only a few staff members. All staff members should be able and trained to do this task. For example, the duty and procedure of ILL (Interlibrary Loans) should not be the sole responsibility of only a few staff members. All staff members should be able and trained to do this task. If any staff member does not comply, a letter of reprimand will be written.

The copier machine in the Library is 10 years old. Higginson presented to the Board two proposals. One from Base Technologies and the second from Office Works Inc. After analyzing the data, the Board and Higginson recommend signing with Office Works because their overall cost will be cheaper by \$18/month. A letter with this recommendation was signed by Federowicz and Keating to be submitted to the Selectman's office.

Children's Librarian Report:

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

Highlights included:

Jessica Haight and Stephanie Robinson, the authors of The Secret Files of Fairday Morrow came to visit the Library.

Kid's Zumba program was held.

Junior Friends made bookmarks, bracelets, and decorated a box for the bottle and can drive. The proceeds of these will be contributed to the Summer Reading Kick Off program.

Programs are being planned for the Summer Reading Club. Prizes are also being donated at this time.

Rivero will also be attending the CLA (Connecticut Library Association) conference this week.

May 2016 program calendar attached to report.

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

Chairman's Report: None

Old Business: None

New Business: None

Adjournment:

Time: 8:10PM

Motion to adjourn: Keating: Second: Federowicz

Vote: 4-0.

Reported and typed by: Margaret Keating;

Submitted by: K. Solicito

16 APR 25 PM 12:45
TOWN OF OXFORD, CT
Margaret A. Keating
TOWN CLERK