

Oxford Library Board of Director's
Special Meeting
October 14th, 2015

Roll Call:

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

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

Also in attendance: Higginson.

Acceptance of September's Meeting Minutes:

Review for acceptance of September's Minutes.

Motion to accept September's Minutes: Gawitt; Second: Joncyk.

Abstain: Briganti.

Vote: 5-0.

Audience of Citizen's:

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

Discussion on activities and strategies FOLIO is working on for the upcoming library referendum as well as holiday fundraiser.

These include: mailers, Facebook, Constant Contact through the library, robo-calls, and possible sign with balloons where the proposed new library site is located.

Library Board has stated they would be willing to purchase said sign; Higginson will get quote/price from Colorgraphix which is the company FOLIO is using for their mailer.

Poll watching was discussed along with possibly piggybacking on one of the party's list as Friends do not have the manpower to do so.

Treasurer's Report:

Submitted and presented by: O'Brien.

Copier: \$50.00; Fines: \$53.00; Lost and Damaged Books: \$4.00.

Totals in Grants listed as \$6,863.73 which is incorrect as Hliva has to pull out the \$3,000.00 which was mistakenly allocated to our Grants account when it was meant for Town Clerk for Library archiving with the state. O'Brien has not made this change as of yet as she is waiting for the change by Hliva.

Totals: Gifts/Bequests: \$63,659.46; Library Building Fund: \$ 10,200.00; Library Construction: \$4,835.45; and Strong Estate: \$ 78,297.19.

Per Jim Hliva: he did not have September bank statement done yet, so numbers reflect August.

Motion to accept Treasurer's Report as submitted and presented: Keating; Second: Gawitt.
Vote: 5-0.

Director's Report:

Combined Director's and Children's Report submitted and presented by: Higginson.

Adult book discussion held.

Friends meeting held. Reiterate the discussion earlier.

Building Committee met and George Temple told the committee they would have his full support, as well as the use of registrar of voter's robo-call to all households in Oxford about the referendum question.

Higginson has started community visits with the Senior Center presentation for the proposed new library. Also, this presentation will be presented at PTO meeting this month, as well as Oxford Greens.

Comments and possible revisions suggested and made for presentation.

Higginson has been invited to do a spot on the show by Arne "Talk Town" from Comcast local access channel to be taped on October 28th. She verbally invited Friends, Library Board, and Building Committee to join her.

Also, submitted a Public Service Announcement for Comcast to run on their channel dedicated to such for the upcoming referendum.

Higginson is working on database to combine voters and patrons.

Higginson was approached by T-Mobile for purchase of Hotspot for patrons. Comments were made that T-Mobile's coverage is not good in Oxford. She will look onto AT&T as well as Verizon and check with other libraries and get opinions/input in regards to this service.

New Children's Librarian has been hired and will be starting this month on October 19th.

Discussion on patron's possible contributions to funding Library needs okay from Town Hall as Board not sure of possible conflicts of interest/other issues. This will be tabled until November's meeting after answer is received.

Sheet with info and pricing for T-Mobile, October activities calendar, and Town of Oxford Appropriation Summary dated 7/1/2015 through 10/09/2015 submitted with reports.

Children's Librarian Report:

Children's report combined with Director's.

Chairman's Report:

Question presented to Higginson if there was a scheduled staff meeting being held before election. She stated no and that she could do one if needed.

Board directed Higginson to talk to staff about their behavior/customer service skills, or lack thereof, going forward in front of and while dealing directly with patrons. Several people have approached the Board about this.

Stressing staff to be polite, attentive, courteous, and keeping any opinions to themselves.

Federowicz pointing out that these behaviors reflect on Higginson as Director, and if there are issues/problems now with 3 staff at a smaller location, what will it be at a new, bigger library with more staff.

There is to be no food on desks or talking to patrons with food in their mouth.

If no known answer regarding a patrons question posed to staff member, they are to take their name and number and call them back with an answer.

Some scenarios, real and hypothetical, presented regarding patrons experiences and contact with staff.

Higginson presented with question if there had been any more issues/problems with money.

Higginson stated no. Abbot stated Friends had some money go missing from their change box.

First time it was \$7.00, next it was total of \$9.00. Friends have since removed change box as not to have this issue going forward. Staff stated they "have no recollection of missing monies".

Discussion on possible procedures going forward for fines, copier fees, and lost/damaged book fees and how to tally these monies each day.

Discussion on possible meeting time for Board before November's meeting.

Date set for next Library Board meeting for Wednesday, October 28th, at 7 p.m.

Old Business:

New Business:

Adjournment:

Time: 8:44 P.M.

Motion to adjourn: Gawitt; Second: Briganti.

Vote: 6-0.

Respectfully Submitted by:

K. Solicito

15 OCT 16 AM 1:38
TOWN OF OXFORD, CT
Margaret A. Ullrich
TOWN CLERK