

Oxford Library Board of Director's  
Regular Meeting Minutes  
January 11<sup>th</sup>, 2017

**Roll Call:**

Meeting called to order: 6:58 P.M.

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

Also in attendance: Higginson.

**Acceptance of November's Meeting Minutes:**

Review for acceptance of November Meeting Minutes.

Change: Under Treasurer's Report: From Hliva was not contacted for these numbers to Hliva was not contacted *in time* to reflect these numbers.

Change of spelling to Federowicz from Federowicz on page 3.

Motion to accept Minutes with said changes: O'Brien; Second: Keating.

Vote: 5-0. Abstain: Briganti.

**Audience of Citizens:**

Laurie Abbot, President, Friends of the Library in Oxford

Abbot discussed Friends happenings and endeavors including: Holiday Fundraiser totals, Brick Fundraiser, Giving Tuesday, and Ion Bank Awards, as well as Give Local and State Park Pass purchase.

**Treasurer's Report:**

Submitted and presented by: O'Brien.

December Copier: \$104.35; Fines: \$81.00; Lost and Damaged Books: \$5.00. Total: \$190.35.

Donations to Gifts and Bequests Account: Total: \$675.00.

January Copier: \$21.00; Fines: \$32.00. Total: \$53.00. Gifts and Bequests: Total: \$70.00.

Library Building Fund and Library Construction Fund accounts are in the process of being closed, per Hliva, due to the start of the new library's construction.

December 2016 stated as December 2017 to be changed to correct date of year 2016.

Motion to accept Treasurer's Report with said change: Gawitt; Second: Briganti.

Vote: 6-0.

Discussion on order of funds used for construction of new library.

Motion to Change the order of Agenda to:

Director's Report  
Assistant Director's Report  
Children's Librarian Report  
Annual Library Budget

Motion: Federowicz; Second: Keating.  
Vote: 6-0.

**Director's Report:**

Director's Report submitted by Higginson.

Building committee met and looking to break ground week of January 16<sup>th</sup>.  
Connecticut Community Foundation grant application due this month. Library is looking to this grant for funding Summer Reading Program.  
Copies of Annual Budget Report, Statistics from the Connecticut State Library, and minutes from Board of Selectmen's Special Meeting on January 4<sup>th</sup>, 2017 submitted as well.

**Assistant Director's Report:**

Submitted by Davis.

Bill paying process has been perfected along with the policy guide handbook. This was sent to Town Hall.  
Part-time Library Circulation Aide policy updated, which was distributed as well.  
Higginson and Davis will meet twice a week to discuss tasks to be delegated to Davis.  
Davis delegated to send out holiday cards to neighboring libraries, as well as sympathy cards and other cards pertaining to patron's various achievements.  
Davis, again, encouraged Board members to drop in the library and spend time with staff.

**Children's Librarian Report:**

Children's Librarian report submitted by Rivero.

Various programs including a Middle School Book Club, book mark design with prizes available to winner, story times, and clubs.  
Rivero collaborated with Quaker Farms school and was invited to participate and supplement a lesson with one of the kindergarten teachers.  
New events scheduled for February include "Take Your Child to the Library Day" as well as "the Library Games". A donation was made to libraries all around Connecticut of Harold and the Purple Crayon to be given to families as with the request that fun activities are planned around this.  
January and February's calendar of events submitted as well.

Reports were sent to the Board before meeting to read. Some questions on reports as well as discussion.

Library Circulation Aide requirements and expectations discussed with the Board. Amendment to state lifting requirement of 10 pounds and that there is no eating at any of the desks, only in the designated break room/s. Also, would like benefits, if any, listed for this position.

Discussion on Challenge Grant, what was delegated to Assistant Director, and question on funds for cards which library sends out.

Higginson states the schedule will be delegated to Davis, however, February's schedule, Higginson and Davis will do together.

Discussion held, once again, on schedule and the lack of it still not being implemented or submitted to Town Hall. Higginson states she reached out to Temple 5 times to meet with him to no avail.

Comment on Assistant Director's Report that it's nice they are invited to come to the library and chat, but most Board members do work full time. Board also welcomes the staff to attend the Board's meetings each month.

Higginson states that the door lock to the storeroom will cost \$504.00, this was not in her report, and she is waiting for Town Hall's permission to have it installed.

### **Annual Library Budget for 2016-2017:**

Higginson states she was informed that two budgets need to be submitted.

These are: No New Library Budget and With New Library Budget.

No New Library Budget's line item by line item discussed first.

Board states Higginson needs to give specifics when presenting line item for phone and internet as the carrier will be changing as well as services and this reflects a significant increase.

With No New Library line item by line item discussed next.

Discussion on cleaning of new library building. Will increase this line item to: \$5,605.60 for more scheduled cleanings.

Discussion on moving to new library and line by line items discussions as well as area budgets for libraries.

Motion to accept budgets as presented with said changes: Briganti: Second: Gawitt.

Vote: 6-0.

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

Question on what happened to/with Hot Spot. Higginson states it's not coming and that paperwork was not received in time; notification was after the fact. Board stated they did not want to pursue this anyway.

Staff schedules questioned as to why they have not been changed. Higginson states she attempted to get ahold of Temple 6 times. Higginson told by the Board, she should not keep putting it off-it will be harder later. Higginson states she is receiving conflicting information from 2 specific departments in Town Hall, which she did not name, and does not want to move ahead because of this. Higginson states if there are any problems, she will ask staff and there would be overtime. Federowicz states that changing the schedule would eliminate overtime. Discussion on schedule/ lack thereof changes. O'Brien states that upstairs is waiting on the paperwork for submission for changes to schedule/s that Higginson still has not submitted. Federowicz states once again, that she needs to change the schedule and nothing is happening, this has been asked of her many times to implement, and perhaps she needs to

set up this with Pelton in Town Hall. Discussion on why schedule not submitted. Higginson states there is lack of communication.

Clerk directed by Board to submit directly by email, minutes from meetings to the Selectmen's Office. Question on lock box and procedures in place for monies as well as who has access to it. Possibility of cash register for new library to generate daily, weekly, and monthly totals. Higginson directed to send O'Brien her spreadsheet totals weekly regarding monies collected at library.

Federowicz questioned Higginson if she was recording meeting. Higginson stated yes, because of the budget. Federowicz told her that next time, she needed to notify/ask the Board's permission.

**Old Business:**

**New Business:**

**Adjournment:**

Time: 9:20 p.m.

Motion to adjourn: Gawitt; Second: Bunnell.

Vote: 6-0.

Minutes subject to approval at next meeting.

17 JAN 13 AM 11:34  
TOWN OF OXFORD, CT  
*Christopher A. West*  
TOWN CLERK

Respectfully Submitted by:

K. Solicito