

**Library Board of Director's
Meeting Minutes
January 21, 2015**

Roll Call:

Meeting called to order: 7:06 p.m.

In attendance: Federowicz; Briganti; Keating; O'Brien; Jonczyk; Gawitt.

Also in attendance: Higginson.

Acceptance of December's Minutes:

Review for acceptance of December's Meeting Minutes.

Motion to Accept December's Meeting Minutes: O'Brien; Second: Gawitt.

Vote: 6-0.

Audience of Citizens:

Laurie Abbot,

President, Friends of the Library in Oxford,
Oxford, CT

Discussion led by Abbot regarding various activities/happenings with FOLIO.

These include: Book Sale in May; specifics/details for the scheduled Meet and Greet in February; renewals of FOLIO memberships; Oxford hosting meeting in April for local libraries' Friends discussion/forum; a lock box to be installed for the inside book sales; and Oxford FOLIO will be part of Give Greater.org this year.

Treasurer's Report:

No deposits made as Higginson was out sick. Hliva submitted total of deposit of \$8400.00 reimbursement of funds for grant received.

Total for Grants; \$5541.73. No changes elsewhere.

Motion to accept: Gawitt; Second: Briganti. Vote: 6-0.

Director's Report:

Submitted and presented by Higginson.

Adult book discussion held.

Full draft of rental proposal from Haynes submitted at Planning and Building Committee meeting. Asked if this was best they could do for the town. They will meet again in February.

Discussion regarding the Town Attorney not being present at this meeting.

FOLIO met and discussed various things, including what Abbot had just discussed. Also, the library will be asking for the maximum amount of \$10,000.00 for a grant, whose deadline was extended to January 23rd, which was approved by the Library Board of Director's in October, for the purchase of 10 Microsoft Surface 3 computers with charging station. FOLIO has committed \$3,000.00 in funds toward these items.

The website problem for the library being addressed. Higginson states new one should be up within a few weeks. Will also be reaching out to the high school to see if any assistance can be given from there.

Children's Librarian position posted 5 days for Union members and is now is posted through various mediums, including Voices newspaper and various websites. Higginson asking Board to assist with interviews as current full time employees have requested not to be part of the process. Selectman would like to be part of the interview process once narrowed down to the top chosen candidates.

Discussion on interview process and Board suggested a parent be on this panel. Abbot and Solicito accepted.

Help Wanted ad for Children's Librarian position submitted to Board.

Discussion on hours scheduled for this position as well.

Children's Librarian Report:

None Submitted

Chairman's Report:

Higginson will send payment for ACLB dues of \$100.00.

Also, Keating submitted for reimbursement, \$50.00, for attending one of these conferences, as the dues had not been paid.

Old Business:

CT Community Foundation Grant previously approved by Board in October for Surface Pro Computers and charging station. Deadline for this grant was extended to January 23rd, and Board reiterates their approval for this grant.

New Business:

Idea proposed for writing a letter with questions regarding new library status. Recipients of this letter to be decided at a later date.

Check into video surveillance equipment as some components not working correctly or at all.

Policies and Procedures are in need of being reviewed and possibly revised.

Long Range Plan needs to be checked as well; also possible revisions.

Adjournment:

Motion: Gawitt; Second: Joncyk.

Vote: 6-0.

Time: 8:45 p.m.

Respectfully Submitted by:

K. Solicito

15 JAN 23 PM 2:21
K. Solicito