

Oxford Library Board of Directors
Special Meeting
September 12, 2018

Roll Call:

Meeting called to order: 7:00pm

In Attendance: Keating; Federowicz; Briganti; O'Brien

Bunnell in at 7:15pm

Also in Attendance: Higginson; Costigan; Rivero; Abbot; Cook

Acceptance of June's Meeting Minutes:

Review for acceptance of June's Meeting Minutes.

Motion to accept April's Minutes:

Vote: 4-0

Audience of Citizens:

Laurie Abbot, President, Friends of the Library in Oxford.

Holiday fund raiser- they are exploring different options and will get back to us.

D'andrati fund- room is completed and there will be a separate dedication of the room, not with the grand opening. The friends will do additional fund raising at that time.

Book sale- The friends would like to have the book sale again but are not sure what to do with drop off of books, etc. and they will discuss it further and get back to us.

The bricks are in

Treasurer's Report:

June copier \$104.00, Fines \$49.85; Lost and Damaged Books \$14.95; Total: \$168.80

July copier: \$136.13, Fines: \$88.05 ; Lost and Damaged Books: \$10.00 ; Total: \$234.18 .

August copier: \$56.00, Fines: \$89.15 ; Lost and Damaged Books: \$13.99 ; Total: \$159.14 .

Totals: copier: \$296.13, Fines: \$227.05 ; Lost and Damaged Books: \$38.94 ; Total: \$562.12 .

O' Brien pointed out that we need to adjust the gifts and bequests from \$11,175 to \$7,975 due to the \$3200 spent on the refurbishing of the desk.

Also asked about the \$50.00 deposited in gifts in August. Higginson reported it was a random donation.

Motion to accept the Treasurers Report: Keating; Second: Bunnell.

Vote: 5-0

Children's Librarian's Report:

Children's Librarian's Report submitted and presented by Rivero. Also submitted: activity calendars for September and October; the invitation to the Grand Opening Celebration; and the Letter Concerning After-School Students.

Summer reading was chaotic with the move but went very well, there was at least double the hours of participation in this year's summer reading and had great response from parents.

Children's section of the library is working out very well. Programs were held in the large meeting room while the children's program room was being child-proofed.

Reviewed the Letter Concerning After-School Students. It was written with the help and guidance from Mr. Hibbert and Ms. Ortiz and reviewed by Mr. Temple. Students will be supervised by the school in getting to the library and then once at the library they will be treated as any other 12-13 year olds at the library.

Discussion on the Middle School walk over policy as well as what happens when a child is still here at closing time.

Board discussed and reviewed the policy/wording for patrons under 12 and patrons over 12 purposed in the letter and whether it should be added to the Libraries policy book. Rivero will revise the Library policy put forth in the letter and submit it to the board in order to add it to the policy book.

Rivero worked with Mr. Hibbert on a limit of students who can walk over the first week and decided on 10 kids as a trial to see how this new policy works.

Additional programming for the teens will be looked into once it is determined how many teens will be coming over after-school.

The Library's Grand Opening celebration will be Thursday September 13th. The ice cream bus from country creamery will be here as well as a face painter from Rad Art from 4-6. At 6pm Mr. Magic will be performing a magic show and there will be a pajama story time. Goody bags have been put together for children to take home.

Rivero will be working a 40 hour week starting the week of October 15th and thanked the board for their support and help in receiving those hours.

Board thanks Rivero for her report.

Director's Report:

Director's Report submitted and presented by Costigan.

Move went well and the library reopened on August 9th. Public works moved the newspaper boxes and relocated the mailbox. The library staff was very excited that the dumpster was recently delivered and the library now has its own dumpster on site.

Ceiling was fixed in the men's room but has not been painted yet. The door and leak in the women's bathroom has been fixed. Working with Montagno to get the other punch list items fixed.

New part time staff was officially hired on August 15th: Laurie Abbot, Kathleen Solicito, and Kathy Johnson.

There was a staff meeting held August 30th covering efax and other topics. The staff room does not lock yet and they are working on that. However there are 36 other different keys to other door locks in the building and 3 masters. Higginson, Costigan, and Rivero will have the master keys and the rest of them are labeled and numbered in pouches with a map of the library that is marked so every door has a number to the corresponding key. The library will be getting a key box in order to easier label them all. Selectmen's office approved new operating hours that will go into effect October 15, 2018:

Monday 9-5, Tuesday- Thursday 9-7, Friday and Saturday 9-4.

Fence was installed September 1st.

Applied for the \$500 Jordan Miller Storytelling Grant on September 5th at Keating's request.

Attended the friends of the Library meeting September 6th.

Rivero installed the gate at the top of the stairs on September 6th.

3 new bar code scanners were installed on September 7th.

Preparing for the Grand Opening Celebration on Thursday September 13th.

Attended the Library Building Committee Meeting on September 10th where they went over the punch list of what still needs to be done.

Blinds need to be ordered for Higginson's office, main meeting room and the program room.

Mr. Temple would like a large clock over the fireplace. A few have been identified and she will review and purchase one.

Will be attending the mandatory information session on September 19th in Naugatuck for the LSTA Planning Grants in order to be eligible to write the grant for the library.

The library will be the Town's Ornament this year which is very exciting. Worked with Robin Schrieber from Boy Scout Troop 1.

Town Hall approved more hours for the Custodian. He will come to the library before going to town hall and do all the non-noisy things he can and then will come back to the library after closing to vacuum and mop.

Patrons and groups are asking about reserving the large meeting room and we need a policy in place for that.

Board discussed the policies for the meeting room that were proposed in June. They were reviewed and small changes made. The policy will be accepted and added to the policy book for now and we can review and revise it as needed once the meeting room is in use if adjustments need to be made.

Talked with the police and then moved the camera to show the children's desk and the front door and 6 panic buttons will be in use. Still waiting to hear from Olga at the BOE to set up the meeting to discuss the role of the library in a lock down situation in the schools. Security from the schools and police will be at the meeting. Briganti expressed interest in attending that meeting as well.

The old book drop box needs to be removed from the old library. It was discussed by the board and it will be offered to another library if they can pick it up by September 30th, otherwise it will be removed and recycled.

Adult Services Librarian's Report:

Adult Services Librarian's Report submitted and presented by Higginson.

Also submitted; the Oxford Public Library Annual Report and a list of adult programs and events.

Discussed the move over to the new library.

Became the Adult Services Librarian on July 30th and has been working in partnership with new Director of Library/Media Operations, Costigan.

Drafted the Annual Report to the town on the Library.

Arranged for the carpenter to come back and refit the drawer slide on the old desk and drill some grommet holes in the workroom counter and the children's librarian's office to better fit the cords for their computer equipment.

New employee Kathy Johnson was hired on August 16th and has been training her in the Evergreen system and general library work.

Organizing and getting ready for the Grand Opening Celebration.

Working with volunteers from the friends to organize and display all the library scrapbooks during the festivities. Also created a new scrapbook of the library construction project.

Arranged for Oxford High School students to perform and sing at the Opening celebration. Booked storyteller Glenn Harper to perform humorous tales from 6-7 and local authors Nancy Manning and Tony Fusco to read from their published poetry from 7-7:45.

Created a calendar of adult events, which will be printed in conjunction with the kid's calendar on the back to hand out in the bags of goodies being given away to the patrons.

Upcoming adult events include: September 17th adult drop in coloring and socializing night 5:30-7:30;

September 20th Adult Book Discussion Group for Jamie Ford's "Love and Other Consolation Prize"; September 26th at 12:30 Adult Lunchtime Story share; September 27th at 6-7 meet Libby/Overdrive training class; October 11th Adult Trivia with prizes 2-3pm; October 5th from 11-1 Fall Craft table display; October 11th Board Game afternoon 12-5.

Also booked an author visit from Nan Rossiter on October 11th at 6pm and she will be selling her books after the program.

After October 15th the library hours will be changing and programming will be available most evenings and Saturdays as well.

Working on updating our collection of series fiction next month and developing our reader's advisory lists both printed and online.

First two weeks of the library being open there were requests for 100 new library cards. Usually there are only maybe 10-20 cards requested in that time.

Chairman's Report:

Received the formal resignation from Gawitt.

Finalized discussion on the meeting room policy, changes were made to the proposed policy and copies were made. Will be added to the policy book.

Old Business:

Newtown Savings Bank and possible donation. Reviewed with Costigan what had been discussed at the meeting with them in May and that they need a letter of intent from us to start the process. They have expressed interest to Costigan in September that they are still interested in moving forward with this. Costigan will call them and discuss what they are looking for and where to go from here.

New Business:

Reviewed the Grand Opening tomorrow night. The speeches that will be given by Mr. Temple, Higginson, with the Board members going last. Star 99.9 will be attending and Costigan advised that Mr. Temple was on the radio earlier that day talking about the grand opening of the library. Next Board meeting will be held on October 17, 2018.

Adjournment:

Time: 9:00pm

Motion to adjourn: Briganti; second: Federowicz

Vote 5-0

18 SEP 14 PM 2:28
TOWN OF OXFORD, CT
Briganti A. Briganti
TOWN CLERK