

Oxford Library Board of Directors
Regular Meeting Minutes
October 17, 2018

Roll Call:

Meeting called to order: 7:04pm

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

Also in Attendance: Higginson; Costigan (arrived at 7:13pm)

Acceptance of September's Meeting Minutes:

Review for acceptance of September's Meeting Minutes.

Motion to accept September's Minutes: O'Brien; Second: Briganti

Vote: 5-0

Audience of Citizens:

none

Treasurer's Report:

September's Copier \$85.75; Fines \$74.40; Lost and Damaged Books \$76.92; Total: \$237.07

October's Copier \$164.25; Fines: \$99.66; Lost and Damaged Books: \$34.99; Total: \$298.90

O' Brien pointed out that for October she did not include the donation that Costigan had in her report due to it being unclear. Higginson reported that all the gifts from February until the grand opening as well as the \$531 that was collected on the grand opening night totaled \$708, which was matched by the Ct. Community Foundation grant. Therefore, the \$531 collected on grand opening night needs to be added to the gifts and bequests account, and the \$800 from the Ct. Community Foundation match grant needs to be added to the grants account on the treasurer's report. The \$177 leftover was the money gifted from February 2018 until grand opening night and therefore, was already accounted in previous months' treasurer's reports. The updated amounts will be reflected in next month's treasurer's report. Going forward, the monthly cash drawer report and the donations accounting need to come together in the email on the Friday before the meeting, as discussed in the past. That way it can be included in the treasurers' report at the meetings.

Federowicz made a Motion to eliminate the library building fund, the library construction fund, and Strong estate columns from the future treasurer's report as they are no longer needed; Second: Bunnell

Motion to accept the Treasurers Report with the elimination of those columns in future:

Briganti; Second: Bunnell.

Vote: 5-0

Children's Librarian's Report:

Children's Librarian's Report submitted by Rivero and presented by Higginson. Also submitted: activity calendars for November; and the proposed updated Oxford Public Library Unattended Child Policy.

At the end of September the third grade class of Center School visited the library and received a tour of the children's area including where books their reading level are located. The whole staff pitched in to make library cards for every student before their visit.

Mr. Hibbert has been in contact regarding Great Oak students coming to the library after school and will be working on a policy with his assistant principal, no update on the policy at this time. It was also discussed at the Book Club meeting this month with the Library Media Specialist. Thus far the protocol is that a child needs a note from their parent/guardian each time they will be walking to the library from school. The only exception to that rule is the students in the Book Club who have a permission slip from the Library Media Specialist to walk over with her for the monthly meetings. To Rivero's knowledge the children are required to wait until the buses leave from Great Oak before come over to the library.

There have been between 4-8 teens in the library each day and they have been polite, respectful, and friendly. Rivero would be willing to allow a larger number than 10 to come each day. Rivero has revised the policy regarding children under the age of 12 per the board's request and it is attached to her report.

This month Fire Prevention week was celebrated with a visit from the firefighters Mark Krassner and his daughter Melissa. One of the most important portions of their visit was to have each piece of gear carefully explained and shown to the children. They also spent time showing how each piece of gear goes on and made a point to show the children that it is still "nice, friendly Melissa" in the uniform. There was a huge turnout for this event and it was held in the large meeting room.

Discussion on the Middle School walk over policy regarding who is walking them over to the library. The students walked over for the monthly book club meeting are escorted by the media specialist. Board asked Costigan to follow up with the Middle School on who will be supervising the students walking over to the library after school.

Board discussed and reviewed the revised policy for the unattended child policy and approve of the changes. We will include it in the updated policy manual pending completion.

Director's Report:

Director's Report submitted and presented by Costigan.

Also submitted; report on the updated library usage of the budget up to this point.

The Grand Opening Celebration on September 13th went very well and was very well received by patrons. Approximately 200 people visited that evening. Costigan thanked all of those who came out and those who spoke that evening. The Friends of the Library were a huge help setting up and working the event. They were able to collect \$531 in donations that evening. The Library had also collected \$177 leading up to the event for a total of \$708 dollars. The Connecticut Community Foundation matched the \$708 and gave the library an extra \$92, for the total of \$800. The event total income came to \$1508.

Costigan is working on the staff work schedule to try and have set days and times for all the part-time employees so that they know what to expect for the future.

Costigan attended the mandatory LSTA Grant Seminar on September 19th. It was very informative.

Costigan is planning on applying for a \$5,000 program grant this round with the deadline being

sometime in March. She has some ideas of what this grant would pay for but is open to suggestions as well.

Costigan had a Bibliomation training class at the library on September 20th and will continue to train with Dawn Higginson.

The Oxford Library was nominated by Congressman Jim Himes for the Notional Medal for Museum and Library Service. The 2019 Nomination form consisted of a three page form, executive summary, mission statement, three page narrative and 3 letters of support, just like a grant. The staff worked very hard to get it completed and was submitted on October 1st. The winners will be announced in the spring of 2019. Dawn Higginson, Robyn Rivero, and Finance Director Jim Hliva were extremely helpful in assisting with this. Our support letters came from the Friends of the Library President Laurie Abbot, Oxford Municipal Historian Dorothy DeBisschop, and Girl Scout Troop Leader Kate Bittner.

Costigan met with Fire Marshall Scott Pelletier to discuss the emergency exit postings. Stephen Fians assisted with this project. They are now all done and up on the walls.

The deadbolts on the inner lobby doors were installed on September 27th to allow the public access to the meeting room without allowing them into the library itself.

The artwork for the holiday ornament has been completed. They are in the process of being made and we plan on selling them here at the library for the boy scouts starting next month.

The library starts its new hours of operation this week to include Saturdays. The full-time staff's hours have been changed and approved by the union and the First Selectman. Higginson and Rivero will be Tuesday to Saturday and have Sunday and Monday off. It was discussed that for Monday holidays they would receive floating holidays.

Rivero and Costigan have chosen darkening blinds for the children's program room. They are a necessity in order to use the projector in that room. At this time she cannot use that room during the day which is limiting the children's programming schedule. The Friends of the Library made a motion at their October 4th meeting to pay for them and they have been ordered. Costigan went to order them tonight and there was an issue with the price not being the same as they were told over the phone. They will however work with the Library on keeping the cost under \$3,000 so that the \$3,000 donated by the Friends will cover the entire cost.

Costigan was able to find a large wall clock, purchased it and had it installed over the fireplace. It looks great and is easy to read from everywhere in the adult section.

A vent was installed on October 10th in the restroom hallway to provide A/C and heat in the area where the thermostat is located. Costigan is working with the Library Building Committee and Montagno Construction on trying to get the rest of the punch list completed.

Costigan is planning on attending the Bibliomation Member Council Meeting on October 23rd and the Connecticut Community Foundation Grant Writing Workshop on October 24th.

Still waiting to hear from the BOE as to when our meeting will be to discuss our role in a lockdown situation at our schools.

Discussed the budget and the fact that the library is already over on the facility maintenance for the year due to start-up costs. Costigan will need to go to the boards of selectmen and finance to revise the budget for how much the library will actually need to run the building now that it is open and we have more information on what actual costs are.

Board discussed the revised policy for the meeting room, a copy will be sent to board members and also discussed a problem patron.

Adult Services Librarian's Report:

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

Higginson began working 35 hours a week starting October 1st. After October 15th her work schedule will be changing to Tuesdays through Saturdays and adult programming will be available those days and evenings. 270 patron cards have been added and 3,981 materials have been circulated this month. Last year in this same time 87 cards were added and 2,971 materials were circulated.

Adult programs we held in the last month include: September 20th Adult Book Discussion Group for Jamie Ford's "Love and Other Consolation Prizes"; September 27th Meet Libby/Overdrive training class; October 5th Fall Craft paperback pumpkin table display; October 11th author visit from Nan Rossiter at 6pm. She discussed her upcoming books, the writing and publishing process and a discussion on literature and writing in general. There were 20 adult program attendees last month, not counting the hundreds for the Grand Opening night.

On October 29th at 6pm, the library will be hosting paranormal investigator Barry Pirro again. The program registration is filled with over 50 people expected to attend. Last Tuesday Classics book group will begin on Tuesday evenings at 6pm, the first book is The Legend of Sleepy Hollow by Washington Irving on October 30th. Other upcoming adult programs include: a talk on Saturday Nov. 3rd at 2pm given by Oxford resident Bob Gardner on the history of the end of WWI (it's the 75-year anniversary) and how it has shaped our present times; Adult Coloring Zen Lunch breaks at 12pm on Nov. 6 and 20; Adult holiday craft programs on Nov. 8 and 28 from 5:30-7pm; author and musician Craig Harris presenting his book Bluegrass, Newgrass on Sat. Nov. 10th at 2pm with musical audience interaction; the Adult Book Discussion group will meet on Nov. 15 at 6pm with Little Fires Everywhere by Celeste Ng; Sheri Miller will be playing and singing original music and Americana on Nov. 17th at 2pm; the library will close from 1pm on Nov. 21st through Nov. 25 for Thanksgiving.

Terryville Library were the first to reply to the offer of the old book drop. They came and removed the book drop from the front of the old library on September 24th at the request of Costigan and the town administration. The Director there is new, and she was excited and grateful to receive such a gift from us.

Higginson has been working on updating our collection of series fiction and ordered many fall fiction and nonfiction for adults which should be coming in for technical processing starting next week.

Higginson has begun weeding the Large Print and Fiction collections working with the part-time staff to make room for new titles and remove those not circulating. Higginson continues to create new fall and Halloween displays of materials, which increases adult circulation.

Higginson has been working with Bibliomation to coordinate on correcting some technical glitches

with phone access, Outlook email accounts, and the acquisition and software downloads of 5 All-in-One computers generously donated from Director Ian Parsells of Derby Neck Library.

It was discussed that Higginson will have a wireless update for her phone since she is currently not on the phone system as her office was not designed to be an office and there is no plug in that room.

Higginson is registered to attend the New England Library Association conference in Warwick, RI on October 21-23. Developing our readers' advisory lists both printed and online has been tabled till next month.

Higginson will be working with Costigan to compile and file the State Library Annual Stats report due Oct. 31.

It was discussed that the CAT 6 patch cables are too long and the box will not close so new shorter ones are needed. Higginson will work with Bibliomation on trying to get that fixed.

Chairman's Report:

Keating would like to attend the ACLB meeting, the board approved it. She will fill out the forms with Costigan for reimbursement.

Old Business:

Costigan met with Newtown Savings Bank per the Board's request. She reported they held their position regarding the naming of the meeting room. Costigan told them she would report back to the Board. The board advised Costigan to update Mr. Temple on how the meeting went as the bank had approached him as well.

New Business:

Next library board meeting is on November 14th.

Adjournment:

Time: 9:12pm

Motion to adjourn: Briganti; second: Federowicz
vote 5-0

Submitted by:
Nicole Bunnell

18 OCT 18 AM 8:17
TOWN OF OXFORD, CT
TOWN CLERK