

Oxford Library Board of Director's  
Regular Meeting Minutes  
December 19<sup>th</sup>, 2018

**Roll Call:**

Meeting called to order: 7:03 p.m.

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

Also, in attendance: Higginson, Costigan.

Bunnell in attendance at 7:17 p.m.

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

Review for acceptance of November's minutes.

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

Vote: 3-0. Abstain: Briganti.

**Audience of Citizens:**

Laurie Abbot, President, Friends of the Library in Oxford

Friends now have Event Committee that have committed to sponsoring a book club every month. Another event Friends is looking into is a Bob Ross series for painting. Looking to the Board for guidance on possible fee for this series as well as details on said series. Questions, hesitations, and discussion on this. Need to check on logistics for Friends charging for this. Library in Utah is guiding Friends with this. Most likely Program room if these series are approved. Friends held program where they had standing room only. High School wants to partner with Friends to hold patriotic concert on or near Memorial Day. Friends sponsored visit with Santa and Mrs. Claus – many attendees. Friends participating in the Community Award through Ion.

Break in meeting at 7:27 p.m.

Back at 7:55 p.m.

**Treasurer's Report:**

Submitted and presented by: O'Brien.

Copier: \$40.15; Fines: \$78.45; Lost and Damaged Books: \$0.00. Total: \$118.60. Grand Total: \$1,405.25  
Gifts/Bequests: \$1,025.00. Grand Total Grants: \$7,117.45; Grand Total Gifts/Bequests: \$11,236.93.

Motion to accept Treasurer's Report: Briganti; Second: Bunnell.  
Vote: 5-0.

**Director of Municipal Library/Media Operation's Report:**

Submitted by Costigan.

Submitted request to Webster Bank to sponsor adult programs. Received \$1,000.00 and discussion by Higginson and Costigan will be held for what these monies will provide.  
Lock down situation at Great Oak or Quaker Farms may ensue students coming to library.  
Numerous issues with building include water pressure. Last week of November, 6 different issues fixed.  
Still some things in need of repair.  
Friends sponsored blinds which have been installed in Program Room.  
Holiday Town Ornament is the new Library Building; have sold 51 on behalf of Boy Scout Troop 1.  
Costigan attended BOS meeting to discuss start-up costs for the library and her concern of going over budget. Worksheet presented with report for Board to peruse.  
Total start-up costs: \$11,744.03.  
Library has Town Hall employee for snow removal.  
No answer on students coming from Great Oak over to library after school.  
Hosted the United Valley Library Director's meeting.  
Questions and discussion on water damaged book which was returned.  
Middle School Building Committee meetings will now be held at the library on the second and fourth Wednesdays of the month.

**Adult Services Librarian's Report:**

Submitted by Higginson.

Numerous programs held include: book clubs, crafts, holiday concert, and holiday movies.  
List of activities in report for January.  
Will be visiting Oxford Greens with a presentation on the building program, programming, and soliciting their input on what they would like to see at the library.  
Board suggests a questionnaire.  
Discussion on how more publicity can be accomplished as well as the lack thereof so far.  
Working on future programming for next couple months.

**Children's Librarian's Report:**

Children's Librarian report submitted by Rivero.

Various programs total 34 since last report. These include: gingerbread houses, Great Oak visits, story times and book clubs.  
Large book order placed as well as weeding done.  
Costigan and Rivero met with town schools and discussed reciprocal outreach and how to make sure students are aware of what the libraries offer.  
January calendar of events submitted as well.

**Chairman's Report:**

Discussion on transportation for the town schools to come visit the library.

**Old Business:**

Board received letter regarding Miriam Strong Estate. Another \$14,000 may be coming to library but in most likelihood, will pay down the bond.

**New Business:**

Next scheduled meeting is to discuss budget.

Discussion on upcoming meetings and what will/may be on agendas.

**Adjournment:**

Time: 9:01 p.m.

Motion to adjourn: Federowicz; Second: O'Brien.

Vote: 5-0.

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Copy to K. Solicito  
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Minutes subject to approval at next meeting.

Respectfully Submitted by:

K. Solicito