

Oxford Library Board of Directors'  
Regular Meeting Minutes  
March 20, 2019

**Roll Call:**

Meeting called to order: 7:04 p.m.

In Attendance: Federowicz; Bunnell; Keating; Briganti.

Also in attendance: Higginson, Costigan.

**Acceptance of January Meeting Minutes:**

Review for acceptance of January minutes.

Motion to accept Minutes: Keating; Second: Bunnell.

Vote: 3-0.

Abstain: Briganti.

**Audience of Citizens:**

Laurie Abbot, President, Friends of the Library in Oxford

Abbot and Solicito have committed to another year with Friends. Abbot continuing as President and Solicito as Treasurer. New VP, Kate Hellman, and Secretary, Betsy Hellman, going forward.

Possible book sale at Quarry Walk.

Dedication of De'Andrade plaque in May.

Ion Bank Community Award through end of March. Friends have decided not to hold painting program that had been discussed with Library Board.

Friends will have their own Website shortly.

Darlene Halas of Oxford stepped in at 7:49 pm.

**Treasurer's Report:**

Submitted by O'Brien; presented by Briganti.

January: Copier: \$85.25; Fines: \$88.48; Lost and Damaged Books: \$14.99. Total: \$188.72.

February: Copier: \$117.65; Fines: \$93.74; Lost and Damaged Books: \$0.00. Total: \$211.39 Gifts and Bequests: \$190.00.

Grants total: \$7,158.45; Gifts/Bequests total: \$12,477.36.

Reflected in Gifts and Bequest totals given to O'Brien at January meeting from Hliva. Adjustment from December.

Numbers reflect totals from February 2 and March 2, 2019 by Oxford Library Staff.

Question on adjustment of \$2,149.57. Costigan will get that info. Believe some of it may be purchase of books.

Motion to accept Treasurer's Report: Bunnell; Second: Briganti.  
Vote: 4-0.

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

Submitted and presented by Costigan.

Costigan attended the Board of Finance meeting to discuss budget for library.  
Discussion ensued regarding Board of Finance meeting, budget, staff, as well as building issues which still need to be resolved.  
Part-time staff has increased as well as new custodian.  
Webster Bank has been sponsoring music programs.  
High school transition teacher with 2 students have been coming to library as well as Market 32, the Senior Center, and Walgreens.  
Rivero and Costigan went to Central Office to see how they can coordinate working with the schools.  
Applying for the LSTA Grant as well as Bank grant to fund technology programs.

#### **Adult Services Librarian's Report:**

Submitted and presented by Higginson.

Various adult programs held/upcoming: book discussions, weekly movies, music concerts, gardening, various presentations, hosting local poets, and writing group.  
Higginson will attend CT Library Association Conference in April as well as Bookexpo in May.  
Looking to co-sponsor MedLine Plus database programs as well as other medical programs with Neal Lustig from Pomperaug Health District. Contribution would be hosting space and her staff time only-no funds.

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

Children's Librarian report submitted by Rivero.

Various programs held and to be held include: Valentine's Day program, author's birthday party, Dungeons and Dragons, as well as weekly story times and baby time.  
Completed assigned guided reading levels for all early reader books to help coordinate level they are assigned at school.  
Rivero visited Educational Playtime as well as Quaker Farms. Will be visiting Quaker again to participate in Read Across America.  
Visits from 6<sup>th</sup> graders from Great Oak to supplement the sustained silent reading portion of their ELA classes. Noticed change in their attitudes toward library as well as seeing them recommend books.  
Discussion on buses to bring students from schools to library.

### **Policies and Procedures:**

Discussion on job descriptions and what may or may not be updated in Policy and Procedure Book thus far as well as what is needed to be done.  
Adult Services Librarian and Director of Municipal Library/Media Operations job descriptions need to be forwarded for update of book.

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

Letter from lawyer on update from Strong Estate. Monies can go to Building Committee and are allocated for blinds, signage, baby changing station/s and landscaping, among other things. These will still need to be voted on, however.

Question and discussion on meeting room names.

### **Old Business:**

Discussion on possible new Board members as well as changing the Town Charter to reflect alternates to the Board.

### **New Business:**

Next meeting is scheduled April 17, suggestion of moving meeting to April 24 due to needing quorum. Meeting shall be held April 24.  
Discussion on possible new Board members as well as changing the Town Charter to reflect alternates to the Board. Possibly advertise on website need for Board members.  
Discussion on new Board member replacement. Offer given to Darlene Halas. Direction given to her on procedure to become Board member.

### **Adjournment:**

Time: 8:37 p.m.  
Motion to adjourn: Federowicz; Second: Bunnell.  
Vote: 4-0.

Minutes subject to approval at next meeting.

Respectfully Submitted by:

K. Solicito

19 MAR 25 PM 4:18  
TOWN OF OXFORD, CT  
TOWN CLERK  
*Q. Federowicz*