

OXFORD LIBRARY BOARD OF DIRECTORS  
MINUTES  
MAY 15, 2019

**ROLL CALL**

In attendance: Bunnell, Keating, O'Brien, Federowicz.  
Also, in attendance: Higginson, Costigan.

Meeting called to order: 7:17 p.m.

**ACCEPTANCE OF MARCH MEETING MINUTES**

Motion to accept: Keating; Second: Bunnell.  
Vote: 3-0; abstain: O'Brien.

**AUDIENCE OF CITIZENS**

Mary Broas, 807 Oxford Road, Oxford.  
Looking to serve on Library Board in any needed capacity.

Laurie Abbot, President, Friends of the Library

Request from Friends: Are looking to sell more bricks for the year anniversary of the opening of the new library, in house sales of books, and an Election Day book sale. In house book sale monies will be donated to Weiss Foundation to be doubled for Friends. Discussion and questions pertaining to these requests.

No problems/issues from the board for inside sales or selling more bricks.

If Board says yes, Abbot wants specific parameters for the Election Day sale. Board will specify dates and times building can be used for sale as well as a specific time when all books should be removed from the building.

Friends paid for the changing tables at around \$240.00 as well as renewing various museum passes.

Friends donated \$375 plus \$150 for Summer Reading Programs.

**TREASURER'S REPORT**

Submitted and presented by O'Brien

Copier: \$79.85; Fines: \$30.40; Lost and Damaged: \$23.00; total: \$133.25.

Totals, Fiscal Year to date: Copier: \$983.18; Fines: \$799.14; Lost and Damaged: \$175.89. Grand total Grants: \$7,158.45; Gift/Bequests: \$12,477.36.  
December's monies were used for the blinds in the Program Room.

Motion to accept: Bunnell; second: Keating.  
Vote: 4-0.

### **DIRECTOR OF MUNICIPAL LIBRARY/ MEDIA OPERATION'S REPORT**

Budget goes to referendum May 16<sup>th</sup>.

HVAC system issues: parts installed incorrectly making it inefficient. About \$20,000.00 worth of work to fix. Discussion ensued.

Meeting Rooms continue to be utilized. Discussion on possible time limits as well as reserving rooms for tutoring and/or various reasons. Limit of 2 hours for the smaller meeting room as well as becoming first come first serve as possible policy going forward. Disclaimer will be posted and/or given to patron. Policy will be drafted for submission to the Board for approval.

Grants submitted to be used for senior and adult computer literacy classes at the library as well as Microsoft handheld surfaces submitted.

Update to report: Ion did not approve grant. Hoping to receive grant for programing for seniors.

CLA workshops attended.

Computer update discussion.

Cultural Arts Committee will pay for rail system to hang artwork in adult section of the library. Are planning events here, as well.

### **ADULT SERVICES LIBRARIAN'S REPORT**

Adult programs held include book discussions, poets, movies, health programs, as well as upcoming computer class.

Staff will be issuing an electronic quarterly newsletter to be launched by end of May.

CLA workshops attended.

Technology Policy draft submitted to Board. Board will visit the draft after this meeting and it will be discussed at next meeting.

Questions and discussion on submitted draft.

### **CHILDREN'S LIBRARIAN'S REPORT**

Statistics given for programs' attendance, Summer Reading details, as well as CLA workshops Rivero attended.

Quaker will be visiting and Rivero will visiting the High School to recruit for the High School Book Club as well as more library cards.  
Has ordered and will order more books as well as audiobooks for children and teens.

### **CHAIRMAN'S REPORT**

### **OLD BUSINESS**

Questions and discussion on possible new Board members as well as changing the Charter to add alternates.  
Looking to go over Policy Book at June meeting.

### **NEW BUSINESS**

Letter was submitted to Selectmen to change Charter to add alternates and Board has not heard back.  
Letter received pertaining Strong Estate. Check enclosed for \$14,692.26 payable to the Oxford Public Library Building Fund.  
Library needs motion to spend these monies from Library Building Committee.  
More discussion on small meeting room policies.  
Board member visited Library of Congress – would like link on Oxford Public Library's Website.  
Revisit of a Special Meeting with Temple in March 2017; discussion ensued.

### **ADJOURNMENT**

Motion to adjourn: Federowicz; second: O'Brien. at 9:16 pm  
Vote: 4-0.

Minutes subject to approval at next meeting.

19 MAY 20 PM 4:30  
TOWN OF OXFORD, CT  
*Thomas A. Clark*  
TOWN CLERK

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5/15/19