

Oxford Library Board of Directors  
Regular Meeting Minutes  
September 18, 2019

Roll Call:

Meeting called to order: 7:17pm

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

Also in Attendance: Higginson; Costigan; Abbot

Acceptance of June's Meeting Minutes:

Review for acceptance of September's Meeting Minutes.

**Motion** to accept September's Minutes: Obrien; Second: Briganti

Vote: 4-0

Audience of Citizens:

FOLIO had their first meeting in September. They did the brick sale again over the summer. Summer reading went very well, donated the ice cream and funds for prizes and a summer program. They are looking to donate the visit with Santa and will be working with OHS for the seniors' holiday concert. They are in the beginning stages of looking into organizing the holiday fundraiser for this year.

Treasurer's Report:

July's copier \$83.30, Fines \$166.20 Lost and Damaged Books \$20.99, Total: \$270.49

August's copier \$128.75, Fines \$71.00, Lost and Damaged Books \$10.00, Total: \$209.75

September's copier \$173.85, Fines \$103.10, Lost and Damaged Books \$0, Total: \$276.95

Costigan let us know that there were bills paid out of the gifts and bequests account and the grants account over the summer that were just e-mailed to O'Brien today, so they are not reflected in O'Brien's treasurer's report. O'Brien said she will adjust it for next time based on the information in the email.

**Motion** to accept the Treasurers Report: Bunnell; Second: Briganti

Vote: 4-0

Director's Report:

Director's Report submitted and presented by Costigan.

Also submitted; The Oxford Public Library Annual Report

We were able to purchase the technology, paid for by the Community Support Grant.

I have been working with our Library Clerk Sub, Marie Androski, to come up with a landscape plan for the Library and we are looking to have the plantings done in phases due to budget constraints. The balance from the Mariam Strong funds will start this project. Briganti suggested asking local organizations for help pay for the landscape project if need be.

We have been able to start the computer classes funded by the LSTA grant and the feedback so far has been very good.

The library's first anniversary party was on August 8<sup>th</sup> with over 60 patrons in attendance. Funds from the gifts and bequests account were used to purchase a grill for the library based on a previous donation earmarked for patio furniture. O'Brien asked to have the paperwork and numbers for the cost of the grill in order to have it reflected in the treasurer's report.

There were over 700 summer reading participants with over 8,700 hours read, more than double the previous library's record. Thank you to Robyn, Dawn, and all the staff who contributed to making this summer's reading program a success.

On August 29<sup>th</sup>, Sandy Davis and Kathy Kycia turned in their retirement letters. Their last day of work will be July 9, 2020.

Blinds were installed in the offices of Costigan, Rivero, and Higginson on July 29<sup>th</sup> and the main meeting room blinds were installed on September 4<sup>th</sup>. They were all funded by the extra money the Library Building Committee received from the Mariam Strong Estate.

Cultural Arts came on August 31<sup>st</sup> to take in artwork and hang it in the library. They had their first art reception here on September 12<sup>th</sup> to showcase the art.

On September 12<sup>th</sup> the donated TV and Carousel Media Player were put up in the entryway to display our programs as well as the large TV for the main meeting room were installed and connected to the network. Training on how to use the media player will happen sometime next week. All funds from this project were paid for out of the extra money the Library Building Committee received from the Mariam Strong Estate.

A White Oak Tree was planted on September 12<sup>th</sup> by Garth Welch of the Connecticut Tree Protective Association. He lives in town and thought this donated tree should be planted at the library. They are donating a tree to every town in Connecticut in honor of the 100<sup>th</sup> year anniversary of Connecticut's Arborist law.

We also did buy a full size refrigerator, as we were designated to be the cooling center for the town this summer and did not have the capability to store ice and drinks with the small one we had.

Also submitted was The Oxford Public Library Annual Report and there are some pretty impressive numbers in there...up from last year.

#### Adult Services Librarian's Report:

Adult Services Librarian's Report submitted and presented by Higginson. Also submitted: activity calendars for October

Summer Reading was busy and well-attended. 170 adults registered for the overall program "A Universe of Stories", which began June 15<sup>th</sup> and ran through August 17<sup>th</sup>. They were offered 45 programs; we had 360 total attendees for adult programs. That is a 300% increase from 2017 statistics (2018 was co-opted by our move). Adults reported reading just under 2000 hours at the adult circulation desk. 45 prizes were awarded that were open to all of our different ages of summer readers to try to win. The most successful programs held were our 1<sup>st</sup> year anniversary party, our kickoff three-

author panel, our astronomy moon landing program, our Woodstock astrology program and the 1969 anniversary concert program.

Upcoming adult programming in September was also submitted. Some featured programs highlighted are: Medical programming on diabetes, rare neurological diseases and spinal degeneration; technology labs from Microsoft and our LSTA grant classes on the basics and advanced Excel programming; 3 book clubs will be meeting; Medicare 101; Banned Books Week programs at the end of September, and a gardening expert Rae Hodgson returns by popular demand. October's program calendar was also submitted with the big event being the ghost hunter presentation that will take place after library hours.

We have continued to see increased patron awareness with our marketing plan. Marilyn Kitlas and Laurie Abbot have worked with Rivero and myself extensively to list our programs in community papers, online in the arts collaborative directory, on our own event-keeper and website, and creating flyers which are posted in the library and community. I also continue to use Constant Contact to reach our cardholders with events. Feedback from patrons often includes how pleased they are with the variety of topics offered, and the quality of our programs.

Bibliomation is making some changes in anticipation of our move to all-streaming Evergreen service. One circulation function change involves registering new patrons for library cards and their online password setup.

Higginson will be scheduling staff training and review of circulation holds with Carol Yarrison from Bibliomation this month. She is also planning to take a class on making Book Trailers at Middletown Library Service Center on September 19 and next month attending the New England Library Association conference on October 20, 21 and 22 in Mystic, CT. Higginson has begun working on the state annual report of statistics, which is due November 15. Rivero and Higginson put together the fall newsletter for the library that was also submitted to the board.

Higginson has been in contact with Joseph Reynolds from Trinity College in order to have him come to the creative writing workshop and help the writers to improve their writing over a 3 part series over the winter. He will attend the creative writing workshop on Saturday November 23<sup>rd</sup> in order to discuss how this would work. He has asked for a donation to the foundation he runs (The Sancho Panza Literary Society) instead of payment.

**Motion** to agree to pay for the donation of \$200 to The Sancho Panza Literary Society, in order to have him come and provide the 3 part series on creative writing, out of the Grants account: Bunnell; Second Obrien

Vote: 4-0

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

Children's Librarian's Report submitted by Rivero and presented by Higginson. Also submitted: activity calendars for October

Summer reading program was a great success with a total of 717 participants in the reading challenge and surpassed last years' reading total of 3,308 hours by reading 8,723 this year. Rivero suggested some small adjustments to the summer reading program to take into consideration for next year in order to make it more effective.

Rivero reported that many patrons have given positive feedback about the visiting Microsoft workshops for kids. So far, we have had "Learn to Code with Minecraft" and "Technology for Emerging Readers." In late September, there will be a program specifically for educators and caregivers to learn how technology can better aid learners with cognitive disabilities.

Rivero, Costigan, Higginson, and Abbot developed a better method to ensure that our collection stays current and broke down our book budget to monthly allotments. We are committing to ordering monthly to make sure that there is a regular flow of new materials.

Rivero has been looking to see which books we already own that could use replacing as a start to each month's order and will continue keeping up to date with "Best Books" lists for age and interest groups. Rivero will also now run a report to show kids and young adult titles that our patrons have requested through Interlibrary Loan because we do not own them, and consider those titles for purchasing as well.

This Summer Rivero took a course called "Diversity in Youth Literature." Each week the readings and assignments explored materials for and about a different marginalized population and learned some new criteria to look for when evaluating the current collection as well as possible purchases.

The entire 8<sup>th</sup> grade class visited on September 6<sup>th</sup> to supplement a research project on the service dogs of September 11<sup>th</sup>. We requested various materials ahead of time and showed them how to use our catalog and databases to help them research.

Federowicz asked about the chaperones/supervision for the field trip to the library in order to make sure that the library was covered and safe.

The middle and high school book clubs will start meeting in September. The high school will continue to read from the Nutmeg Nominee list and meet after school in the high school library. We may also hold a meeting during a free period for those students who cannot stay after school. The middle school book club will walk to the library on the second Thursday of each month. We will be reading from the Intermediate and Middle School Nutmeg Nominees.

This year, the high school began a Summer Reading assignment. The teachers at the school each chose a book they wanted to read over the summer and the students chose from that list. Rivero participated as well. On 9/10 the students all met with the teacher whose book they chose to have a book discussion, which would be their summer reading grade. Rivero had 49 students choose the book she suggested and the discussion went very well.

#### Chairman's Report:

We reviewed the potential new members to the Library Board and will follow up with them to make sure that they are still willing and able to participate.

We will follow up on writing the letter to the town regarding alternates for the Library Board.

#### Old Business:

Reviewed the Technology Policy with the adopted changes to the age of patrons allowed to sign out equipment to 12 years old.

**Motion** to accept the Technology Policy Briganti; Second Obrien.

Vote: 4-0

Reviewed the need to finalize the policy manual. We will have the updated policy manual as of this date, with the changes made for next meeting and then we will set a special meeting date to go through

it and approve it.

New Business:

Next library board meeting is on October 16<sup>th</sup>.

Adjournment:

Time: 8:30pm

**Motion** to adjourn: Federowicz; Second Bunnell.

Vote 4-0

Respectfully Submitted,

*N. Bunnell*

Nicole Bunnell

19 SEP 20 AM 11:30  
TOWN OF OXFORD, CT  
*Gregory A. West*  
TOWN CLERK