

**AGENDA**  
**LIBRARY BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**WEDNESDAY, MARCH 17, 2021**  
**7:00 PM**

**The Library Board of Directors met remotely on Wednesday, March 17, at 7:00 pm. Physical attendance at the meeting was not permitted due to Covid-19 precautions.**

**ROLL CALL**

7:02 pm

Goumas, Keating, Bunnell, Regan, Federowicz, Sturm

Also in attendance: Higginson, Rivero, Costigan

**ACCEPTANCE OF FEBRUARY MEETING MINUTES**

Motion to accept February minutes: Federowicz, Second, Goumas

Vote: 5-0

Abstain: Bunnell

**AUDIENCE OF CITIZENS**

Peter Calcandy, 1051 Augusta Drive, Oxford

**TREASURER'S REPORT**

Submitted and presented by Goumas

Fiscal Year to date:

Copier: \$1,066.60; Fines: \$647.21; Lost and Damaged Books: \$136.91. Total: \$1,850.72.

Grants: no changes, total: \$7,158.45.

Gifts and Bequests: waiting on numbers from finance director for entries; will include in next month's report. Total: \$11,516.80.

Rivero question: can copier/fines/lost and damaged books totals be an actual month report and sent at month's end instead of week 3 to week 3 of each month.

Question and discussion on grant funds and if they need to be utilized before a certain time frame.

Motion to change monthly copier/fines/lost and damaged books report to state funds from 1<sup>st</sup> of the month to last day of the month, instead of current totals which are collected from the 3<sup>rd</sup> week to the 3<sup>rd</sup> week of each month:

Federowicz; Second: Keating.

Vote: 6 - 0

Motion to accept Treasurer's Report as submitted: Keating; Second: Regan

Vote: 6 - 0

**DIRECTOR OF MUNICIPAL LIBRARY/MEDIA OPERATIONS REPORT**

Submitted and presented by Costigan

Library reopened March 1 with modified hours for the public.

Questions and discussion on Budget and meeting with Board of Finance and the protocols and procedures for opening during pandemic.

Cleaning service has been hired for weekly deep cleaning.

In process of filling Circulation Coordinator position. Interviews start next week.

CPR class offered to library staff by Oxford Ambulance as well as supplying the library with an AED.

Board of Selectmen reviewed the Library Board approved budget but did not meet with individual departments.

Library gave back approximately \$43,000 to the town's General Fund last year.

Costigan discussed questions which arose when presenting the Budget.

Question and discussion if any funds were cut from Library Budget as well as utilization of funds.

Questions and discussion on interviews for Circulation Coordinator position.

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

Submitted and presented by Higginson

Numerous attendees at programs offered, data on circulations relayed, webinars attended, and numerous new programs up and coming including poetry night and partnering with Safe Haven for next month.

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

Submitted and presented by Rivero

Also submitted April Calendar of events

Programs offered and numerous attendees, make and take crafts have been increased due to demand, Summer Reading Program visitors have been booked, Friends donating for summer raffle reading prizes, very busy with collection management.

Costigan states Friends approved financing the awnings for the patio; will put it in her report for next month.

#### **CHAIRMAN'S REPORT**

Question on contact listing of the Library Board.

Questions and discussion on book purchasing and funds.

Question and discussion on Summer Reading Program.

Discussion on in person meetings; Costigan thinks maybe in a month or two.

Sturm commenting on being impressed on the work the staff has been/is doing.

#### **OLD BUSINESS**

#### **NEW BUSINESS**

#### **ADJOURNMENT**

Motion to adjourn: Federowicz

Second: Bunnell

Vote: 6 - 0

7:35 pm

Minutes subject to approval at next meeting

kas

3/17/2021

21 MAR 22 AM 10:20  
TOWN OF OXFORD, CT  
TOWN CLERK  
*Christine A. West*