

**MINUTES
LIBRARY BOARD OF DIRECTORS
REGULAR MEETING
WEDNESDAY NOVEMBER 17, 2021
7:00 PM**

ROLL CALL

Meeting called to order at: 7:01 pm

In attendance:

Federowicz, Keating, Sturm, Goumas.

Also in attendance: Higginson, Costigan, Rivero.

Absent: Bunnell and Regan.

ACCEPTANCE OF OCTOBER MEETING MINUTES

Motion to accept October meeting minutes: Goumas; Second: Keating.

Vote: 4 - 0

AUDIENCE OF CITIZENS

TREASURE'S REPORT

Submitted and presented by Goumas:

Copier: \$40.50; Fines: \$15.35; Lost and Damaged Books: \$2.00; total: \$57.85.

Grants: \$9,159.85; Gifts and Bequests total: \$14,607.43.

Motion to accept Treasurer's Report as presented: Keating; Second: Federowicz.

Vote: 4 - 0

Discussion on Gifts and Bequests. Goumas reiterated everything has been reconciled.

Friends of the Library gifts: \$1,394.22.

Grant expenses: \$385.00.

DIRECTOR OF MUNICIPAL LIBRARY/MEDIA OPERATIONS REPORT

Submitted and presented by Costigan:

Annual report for the CT State Library submitted November 5th. Full time staff worked on getting this done, especially Higginson.

First Selectmen Temple came to see patio and was impressed and happy for this official outdoor space for patrons as well as staff as Rivero has been utilizing the patio for children's programs.

Since approval of Oxford Public Library's Internet and Safety Use Policy was approved at last month's meeting and filtering is turned on, our library is now CIPA (Children's Internet Protection Act) compliant.

Costigan worked with Gauvreau from CT State Library to file proper E-rate forms to receive discount on fiber maintenance. Can piggyback on CT State Libraries bid.

Costigan met with Bunnell to review the Policy and Procedure Book to see which information needed updating/added and provided Bunnell some items which needed to be added and/or updated. This is an ongoing project, and they will meet as time allows.

Next Fiscal Year budget process info given to Costigan: must have meeting before January 15th and Board of Selectmen can ask for quotes and backup to support the budget which is presented.

Discussion on budget, how it is realized, increases, and time frames.

Costigan attended a webinar for the American Rescue Plan (ARP) Humanities Grant for Libraries application. She states they are continuing to work on this and if selected, the library would receive \$10,000. These funds would be

used to send a bulk mail postcard to Oxford residents with a link to a survey to encourage input to assess the community's needs. Based on their responses, the library will implement new humanities programs and activities. Trying to serve the underserved with this grant. Would like to still pursue the mailer even if ARP Grant is not awarded. Possibly from Library's Grants reserved funds.
Discussion on questions which may be on this survey as well as cost.

Costigan proceeded to the Board of Selectmen's meeting at 7:19 pm.

ADULT SERVICE'S LIBRARIAN'S REPORT

Submitted and presented by Higginson.
Annual Report also submitted.

Numerous programs offered and attended in October including books clubs and a paranormal presentation. Princh (Cloud Based Printing) is up and running for patrons. Discussion on the Princh Service. Biographies and Audiobooks have been completely weeded and we are about halfway through Fiction. Annual Report submitted November 5th. Numbers for circulations, attendance, and patron counts were down due to pandemic closure. American Rescue Plan Grant funds are trying to be secured and if successful, the library hopes to offer a Korean Culture series, memory share series, and a travelogue series. Discussion on events in December's calendar.

CHILDREN'S LIBRARIAN'S REPORT

Submitted and presented by Rivero.
December activity calendar submitted as well.

Numerous programs offered and attended through October including a town wide Scarecrow contest, story times, movie nights, and a Halloween Party. Volunteer program is being offered again one day a week. Students from Community Explorations Program (continuing ed for Special Ed) will be coming as part of their work study program once a week. Rivero has been asked to be shadowed by Warrenger, the Children's Librarian from Derby Neck Library, when she does Baby Time program. Weeding in juvenile and young adult collections are complete.

CHAIRMAN'S REPORT

OLD BUSINESS

NEW BUSINESS

Look into expiration of Board members terms to see if any need to be renewed. Keating will check with Town Hall. Need to set dates for next year's meeting.

ADJOURNMENT

Adjourn at 7:45 pm

Motion to adjourn: Sturm; Second: Goumas.
Vote: 4 - 0

Minutes subject to approval at next meeting.

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11/17/2021

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S. Z. 12/15/23 A. West
TOWN CLERK