

OXFORD LIBRARY BOARD OF DIRECTORS
REGULAR MEETING MINUTES
APRIL 19th, 2016

Roll Call:

Called to order: 7:02p.m.

In attendance: Keating, O'Brien, Briganti, Bunnell, and Gawitt.

Acceptance of March's Meeting Minutes:

Motion to accept March's Minutes: Briganti; Second: O'Brien.

Abstain: Gawitt.

Vote: 3-0.

Audience of Citizens:

Laurie Abbot, President Friends of the Library in Oxford

Bob Farnum

Abbot discussed Friends happenings including brick fundraiser, tote bag created to be sold, Ion Bank award amount should be announced in May, Summer Reading Program, DeAndrade fund monies and designation, and Friends commitment for the new library building.

Discussion and questions regarding bricks, installation, and pricing.

Discussion on grants paying down bond, post construction monies, any post construction date set, budget, fundraising, needs, wants, and limitations of fundraising for the new library as well as furnishing the new building.

O'Brien will alternate with Briganti as a liaison with the Building Committee.

Treasurer's Report:

Submitted and Presented by: O'Brien.

Copier: \$157.86; Fines: \$216.00; Lost and Damaged Books: \$12.00. Total: \$385.86.

Gifts and Bequests: \$64,445.76; Grants: \$6,317.45.

Totals were sent by spreadsheet from Higginson. These totals are February, March, and April totals combined as when monies were tried to be collected and deposited last month, they were not designated to any specific line item.

Strong Estate account is now at a zero balance. Funds were used for construction.

Question to Higginson for clarification about the spread sheet and monthly deposit report because of the combined totals. Higginson states she kept trying to connect with Hliva to do the deposits, and 8 appointments to meet were broken by him.

Higginson was also asked if everyone knew how to use the register and the end of day totals for register. She states everyone knows how to work it, but only the full timers can do the end of day totals including the spreadsheet. The register which is now secured and being used is the first register that was initially given to the library.

Motion to accept Treasurer's Report: Gawitt; Second: Bunnell.

Vote: 5-0.

Library Director's Report:

Submitted by Higginson.

Friends met and discussed various items on their agenda. These include: funds for new library, committing funds, with stipulations, for the new building, the brick fund raiser, and their annual coloring contest which is scheduled to run April 17 through May 19th.

Building Committee met as well and states that the building is approximately 4-6 weeks behind due to weather and a basement rebar structure which needed to be resolved.

The Building Committee expects to be able to furnish much of the library within budget and we cannot raise any funds on the town side until after the library is open.

Adult programs held include: history of Connecticut Women's Hall of Fame held with 14 attendees, Tax-Free Retirement Program, Adult Book Discussion, and a coffee and coloring program, other various programs upcoming.

Monthly staff meeting held to discuss future staffing changes, summer reading preparation, new library progress, and circulation issues.

Rivero is scheduled to be away from May 3 through May 18.

Submission of transfer requests include:

- \$951.88 to Facilities Maintenance for door hardware and electrical installation of hand dryers in bathrooms.
- \$800.00 from Computer Hardware.
- \$151.88 from Equipment Expensed.
- \$100.00 to Dues from Departmental Supplies for American Library Association Membership of \$300.00.
- \$200.00 left in account due to paying for ACLB dues in October 2016 for 2016 and January 2017 for 2017.

Wi-Fi router is malfunctioning and needs replacing. An open mesh router available for \$147.56 with shipping will be purchased and can move to the new library easily.

Submitted also to Board: May's staff schedule through June 16 along with fiscal year budget of 2017-2018.

Reductions for the Library Budget include:

- \$2,000.00 Programs
- \$13,500 Computers-Hardware
- \$3,465 Computer-Library Catalog
- \$1,500 in Equipment Expensed
- \$6,500 in Facility Maintenance
- \$300 in Departmental Supplies
- \$400 in Office Supplies
- \$8,000 in electricity
- \$1,500 in water
- Elimination of Lawn Maintenance at \$1,400
- Elimination of \$21,060 and \$21,060 for 2 part-time staff positions (adult services and teen services)

Total cuts to requested budget were \$80,685.

Assistant Library Director's Report:

Submitted by Davis.

Davis assisting and instructing new clerk with various job responsibilities.

Davis and Higginson meet each Monday to discuss library tasks.

Higginson and Davis put together April's staff schedule.

The bill's, in conjunction with the Finance Department, reconciliation and summary reports are sent on Thursdays and then on Fridays, along with Higginson, bills info put into Quick Books and line item balances are reconciled.

On Mondays, bills and timesheets are brought to the Finance Office by Davis.

Reminder of National Volunteer Week of April 23-April 29 and on Thursday, April 28th, from 2-6 p.m., staff will be serving light refreshments and asking Board to attend.

Question on Assistant Director's report pertaining to cataloging and if she processes all the new materials daily herself. Higginson states that part timers are responsible for some of the processing such as the due date slips and dating them. Higginson states that part timers do some and Davis does some of the processing as well. Also states that some are already preprocessed from the book seller. Board states she shouldn't submit report in which she lists her doing all the processing.

Question pertaining to the part timers and their assignment list was presented to Higginson in cleaning of the microwave. Board is questioning why part timers are responsible for this. Board states that any messes should be cleaned up as you go. Higginson states she "can take it off the list". According to Higginson, the list was made at the request of some part time staff.

Board asked if there had been any shelf reading? Higginson states they have been attending to this and a log is being kept as to where it is being left off. As the shelves are read, they are also checking book's condition, states Higginson.

Children's Librarian's Report:

Submitted by Rivero.

Many programs throughout the month included 47 programs to include 222 patrons attending.

Use of iPad at story time has proved helpful and successful.

Local Girl Scout Troop toy drive held to earn a Community Service Badge and was attended by 39 people in conjunction with a music and movement program being held.

The High School Book Club going well and have been able to have a homeschooled student attend this utilizing Skype.

Working on various aspects of up and coming Summer Reading Program and it's kick off.

Challenging teen participants to create promotional video for the library including an Awards Party at the end of Summer for their videos submitted.

Submitted also with Children's Report were pictures of various programs and May's calendar of events and programs.

Good job, Robyn, from the Board.

Chairman's Report:

Volunteer reception being held Thursday, April 26, from 2 to 6 p.m.

Question and discussion on policy book and decision that staff should review this also.

Any changes to policy book, please send to clerk your corrections.

Question on proclamation and what happened with it as Board has not received it. Bunnell reaching out to DeBisschop.

Discussion on Gifts/Bequests designations.

Recorder received for Board Clerk, but not bill for said recorder. Price: \$32.99.

Inquiry on new staff member.

Discussion and questions on budget submitted.

Discussion and questions on availability to find check out history of books.

Old Business:

New Business:

Adjournment:

Motion to adjourn: Briganti: Second: O'Brien.

Vote: 5-0.

8:33 p.m.

17 APR 24 PM 6:34
TOWN OF OXFORD, CT
Briganti A. West
TOWN CLERK

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4/24/17