

OXFORD LIBRARY BOARD OF DIRECTORS
REGULAR MEETING MINUTES
APRIL 18th, 2018

Roll Call:

Called to order: 7:06 p.m.

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

Acceptance of March's Meeting Minutes:

Motion to accept February's Minutes: O'Brien; Second: Bunnell.

Vote: 5-0.

Audience of Citizens:

First Selectman Temple and Selectman Flaherty and stepped in at 7:08 p.m.

Discussion and questions on opening of new building, future meetings, funding, the fixtures and furniture, as well as Board members and how many there are.

Looking for possible replacement for Gawitt. Temple asks for info to be sent to him for this individual.

Question to Temple about staffing for new building. Temple states it is still up in the air due to town budget but is looking for part timers.

Discussion on more hours for Rivero, delivery and installation of fixtures, and movers.

Discussion and questions pertaining to the General Contractor and his responsibilities.

Selectmen stepped out at 7:25 p.m.

Treasurer's Report:

Submitted and Presented by: O'Brien.

March Totals: Copier: \$69.20; Fines: \$63.25; Total: \$132.45.

April Totals: Copier: \$128.55; Fines: \$69.00; Lost and Damaged Books: \$6.99. Total: \$204.54.

Gifts and Bequests Total: \$11,075.00; Grants: \$6,317.45.

Motion to accept Treasurer's Report: Briganti; Second: Keating.

Vote: 5-0.

Question directed to Higginson on an email from Hliva about the bills.

Higginson states Hliva said not to send so many out at once but to do it more spaced out.

Higginson also states she apologized about them getting backed up and offered to help work through the process.

Board questioned why they became backed up. Higginson states that a lot of bills where there were issues and she had to call back and find out why it was wrong; a lot of them we didn't get the invoice for (which happens when they ship boxes and sometimes they don't come in the box); the older ones, a lot of them, that was the case. The other ones, she was working on the process.

Federowicz questioned if Davis normally does this. Higginson states that Davis was helping out with this, but she hasn't since she came back. Higginson reiterates that Davis has been not working with her on that.

Briganti states Davis is the Assistant Director, it's Davis' job, and both Davis and Higginson were trained on Quickbooks and that this should be getting done so bills do not get backed up. Briganti states it's Davis' job and that there's no Assistant Director's Report anymore to show what Davis is doing.

Question on Assistant Director's Report or lack thereof.

Higginson states according to Davis' job description and the Union representative, she does not have to do an Assistant Director's Report. O'Brien states she saw nothing in either Davis' job description or the union papers.

Briganti states that Davis has been doing it since November 2016, so that creates Past Practice. Higginson was asked to discuss doing the bills with Davis. Board suggested for Higginson and them to sit down with Davis and the union representative.

Question on if this should be motioned on. At this time, Board believes it should not be, but going forward, if the need arises, it shall be.

Library Director's Report:

Submitted and presented by Higginson.

May staff schedule, Borrow It Connecticut Report, and bid specification for moving company submitted with reports as well as the possible survey for patrons.

Highlights of Director's Reports for March and April:

Updates on new building progress and specifics.

Discussion on receiving donated funds for naming opportunities.

\$800 matching Challenge from Connecticut Community Foundation for Opening Day.

Adult programs include adult book discussions and presentation from Oxford Historical Society.

Friends meeting highlights given by Higginson to Board.

Question to Board if it would like to move forward with proposal regarding Newtown Savings Bank's possible donation with the stipulation of naming room rights. Board will meet with Regional Manager of Newtown Savings Bank to discuss this. Higginson needs to make it clear to them that this is an informational session only. Board is there to listen, not make any promises.

Board will meet with Bank then discuss meeting details with Temple.

Circulation Coordinator back to work as of April 16th.

Borrow It Connecticut Report from March 2017 through February 2018. Total of Oxford books borrowed from other town residents during this time: 2,141.

Question on Scout who offered to make sign for library. Was told they would like to work with him on something, but not the sign for the library.

Question on audio. Higginson received figure of \$1500 to \$1800 which is about half of the other offer for audio.

Question and discussion on costs as well as delivery of items.

Miscommunication between furniture manufacturer and WB Mason.

Discussion on shelving and fire code.

General Contractor should be overseeing this entire process as he is being paid to do so.

Landscaping question of Fernandes and Broas and we were to get back to them. Higginson will reach out to them.

Higginson stated she has contacted O'Brien and Platt High Schools for printing brochure for opening day.

Discussion on bench that had been donated and Higginson put out request for mason to get cost to move this bench to new location.

Building Committee gave go ahead for Board to start fundraising. These funds need a special account and need to be designated. Form was supposed to be made from Higginson. She states she has it but did not present it at this meeting.

Question and discussion on signs for library including road sign.

Library Board of Directors was approached to purchase sign to be put on the road for the library. Higginson states Building Committee parlayed that there is no money for computers as well as moving expenses.

According to O'Brien, Mitchell budgeted \$14,000 for moving.

Higginson is being questioned on staff and training for new building.

Board submitted possible hours and staffing for new building about a year ago, and Board of Finance is questioning these figures. According to Higginson, they were unaware of a new position.

Discussion on staffing and funding as well as Board requesting copy of personnel revisions that have been made in the past year.

Board would like to draft a letter to reach out to Temple to find out what positions will be funded for the new building. The Board would like to rewrite job descriptions as well as delegate jobs for newer positions in the new library.

Discussion on salaries and positions.

Higginson states she is still down a position and there are substitute staff that have requested to fill part time positions.

Assistant Library Director's Report:

None submitted.

Children's Librarian's Report:

Submitted by Rivero; presented by: Higginson. Also presented with report April calendar and list of the inventory that has been done thus far.

Highlights include:

Projects in library to include inventory and maintenance, assemblies, visiting schools, Rivero will be attending Connecticut Library Association's annual conference for 4 workshops.

Updates on Summer Reading program.

Chairman's Report:

Old Business:

Letter sent to Gawitt regarding if he wants to continue with the Library Board a few months ago. Board has not received any response.

Discussion and comments on surveys presented such as what are good questions and who should receive these surveys.

Consensus that the survey should be one page.

New Business:

Discussion on draft for bid for moving to new building presented.

Passports to Connecticut's Libraries promotion going on with Oxford being a stop bringing new patrons in.

Next meeting location may be able to be held at new building. Higginson will let Board know.

Adjournment:

Motion to adjourn: Federowicz; Second: O'Brien.

Vote: 5-0.

9:31 p.m.

18 APR 24 PM 4:18
TOWN OF OXFORD, CT
TOWN CLERK
Elizabeth H. West

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4/18/18