

Oxford Library Board of Directors
January 9, 2019

Roll Call:

Meeting called to order: 7:10pm

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

Absent: Briganti

Also in Attendance: Higginson; Costigan

Acceptance of December's Meeting Minutes:

Review for acceptance of December 19, 2018 Regular Meeting Minutes.

Motion to accept December 19, 2018 Regular Meeting Minutes: Bunnell; Second: O'Brien

Vote: 4-0

Review Budget for Fiscal Year 2019-2020:

Went through the budget line by line. Reviewed salaries and the reason for the changes in director's salary line item as Higginson and Costigan were both being taken out of the same line item for this current year and it will be separated out this coming year. Under full-time librarian's: the projected budget was higher due to the union increases that were retroactive for a year and a half, as well as Rivero went from 35 to 40 hours a week. Part-time increased due to hiring more people to cover the increased hours open and increase in circulation, patronage, etc.

Discussed an increase in budget for books and Keating asked Higginson and Costigan to provide data for why the increase, patrons asking for an increase in certain categories, circulation statistics, etc. Civic activities increased due to more programs, and being advised to have refreshments and goody bags at special programming.

Computer hardware jumped significantly due to needing to replace 10 out of the 20 computers due to being very old and starting to have functional issues.

Discussion of why the line for conferences and meetings is doubled now that there are extra staff that need to attend the conferences for different reasons. Dues increased as well for the same reason, more people that need membership.

The electricity line item is based off the senior center from last year as the bills have not been coming in so they do not know how much it will actually cost.

Equipment lease is going up due to increase in use since being in the new building so anticipated more use for next year.

Discussion on what equipment expensed we need for the upcoming year.

Facility maintenance needs to increase, last year we asked for \$5,000 and the Board of Finance cut it to \$1,500 and the current expense is \$9,000 so requesting \$10,000.

Magazines and newspapers increased due to price increases and requests for other titles. Federowicz advised Higginson to get the numbers together before the finance meeting.

Mileage increasing due to an increase in usage of monies this year and project a further increase next year.

Supplies and office supplies have both gone up due to price increases and increase usage of supplies with the new building.

Telephone line item needs to be changed to telecommunications as it is more than just the telephone.

This year it cost more than what we are asking for due to start- up costs. However, need more than was approved last year, Costigan provided the break-down of what the various services costs are.

The alarm system cost more this year with start-up costs and panic buttons, etc. but we are only requesting an increase of \$100 for next year.

Discussion on the statistics profile and specific wording. Federowicz asked Costigan to adjust certain phrasing.

Motion to approve the revised 2019-2020 budget: Keating; second: Bunnell
Vote 4-0

Adjournment:

Time: 8:36pm

Motion to adjourn: O'Brien; second: Keating

Vote 4-0

Respectfully Submitted,
Nicole Bunnell

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972-261-0000
TOWN CLERK