

Minutes

Board of Selectmen's Special Meeting

Wednesday, July 11, 2018
4:00 PM - Town Hall

The Town of Oxford Board of Selectman Special Meeting was called to order by First Selectman George Temple at 4:07p.m., and the Pledge of Allegiance was recited.

Present: First Selectman George Temple, Esq., Selectman Scott Flaherty and Kristyn Rosa,
Administrative Assistant

Others; Robbi Costigan, Denise Randall and Tanya Carver

ACCEPTANCE OF MINUTES

1. 3/26/18 Special Meeting

MOTION:

Scott Flaherty moved to approve the 6/26/18 Special Meeting minutes as presented. This was seconded by George Temple. Two Ayes. Motion carries.

APPOINTMENTS

1. Appoint Town Treasurer

MOTION:

Scott Flaherty moved to appoint Vincent Palutis, of 75 Rees Drive, as the Town Treasurer with a term to commence immediately and expire on 11/19/19. This was seconded by George Temple. Two Ayes. Motion carries.

Discussion: First Selectman George Temple stated, "With the sad news of Michael Angelini's passing, Vincent Palutis will step into his place as Town Treasurer. Vincent has been Deputy Treasurer for a long time, even before I took office. He is very conscientious and a good choice and it just makes sense". Selectman Scott Flaherty, commented that he was very sad to hear about the passing of Mr. Angelini. Scott stated, that Mr. Angelini was always quick witted and made signing the checks more fun.

2. Planning & Zoning Commission Appointment

MOTION:

Scott Flaherty moved to appoint John Kerwin, of 5 White Gate Road, to the Planning & Zoning Commission with a term to commence immediately and expire on 11/19/19. This was seconded by George Temple. 2 Ayes. Motion carries.

Discussion: First Selectman George Temple stated that he spoke with John and he is willing to take the position. He is already an excellent member, a lawyer and a Democrat who will fill the position of Harold, who is someone else I am sad to say that passed away.

NEW BUSINESS

1. Award New Library Movers Bid

MOTION:

Scott Flaherty moved to award the New Library Moving Bid to National Library Relocations, of 70 Bridge Road in Islandia, New York, for a total bid of \$14,514.00 (\$9,594.00 for collections, \$1,800.00 for furniture and \$3,120.00 for shelving) **subject to** a reasonable move in date. This was seconded by George Temple. 2 Ayes. Motion carries.

Discussion:

First Selectman George Temple stated that George Mitchell told him that the library board has the money to pay for the move so it's not a funding issue. Obviously they are the low bid by at least a \$1000.00.

2. Change Library Director Position Title and Job Description

MOTION:

Scott Flaherty moved to change the Library Director position title to Director of Municipal Library/Media Operations and approve the job description as presented (Attachment A). This was seconded by George Temple. 2 Ayes. Motion carries.

3. Hire Director of Municipal Library/Media Operations

MOTION:

Scott Flaherty moved to hire Robbi Costigan as the Director of Municipal Library/Media Operations with a salary of \$55,017.42 and a start date of July 30, 2018. This was seconded by George Temple. 2 Ayes. Motion carries.

Discussion: First Selectman George Temple stated, that we did have a job search. This is a position that is highly needed in this new facility. It's also exciting that we will be able to do more programs in the library and will also be able to get more grants. George stated that he is happy to highly recommend Robbi.

4. Create Adult Services Librarian & Assistant to the Director of Municipal Library/Media Operations and Approve Job Description

MOTION:

Scott Flaherty moved to create an Adult Services Librarian & Assistant to the Director of Municipal Library/Media Operations position and approve the job description as presented (Attachment B). This was seconded by George Temple. 2 Ayes. Motion carries.

Discussion: This is once again a result of a lot of work putting together a job description that works. There is no supervision responsibilities in this position and the employee will work directly under the Director of Municipal Library/Media Operations. 2 Ayes. Motion carries.

5. Hire Adult Services Librarian & Assistant to the Director of Municipal Library/Media Operations

MOTION:

Scott Flaherty moved to hire Dawn Higginson as the Adult Services Librarian & Assistant to the Director of Municipal Library/Media Operations at a salary of \$47,603.01 and a start date of July 30, 2018. This was seconded by George Temple. Motion carries.

ADJOURNMENT

MOTION:

Scott Flaherty moved to adjourn the meeting at 4:20 p.m. This was seconded by George Temple.

Respectfully Submitted,



Kristyn Rosa
Administrative Assistant
Office of the First Selectman

18 JUL 12 PM 12:40
TOWN OF OXFORD, CT
George A. Flaherty
TOWN CLERK

TITLE: DIRECTOR OF MUNICIPAL LIBRARY/ MEDIA OPERATIONS:

Administrative and management position with responsibility for the overall operation of the library. Plans, coordinates, directs and evaluates all functions of the public library. Exercises supervision of the work of library personnel. Works independently in accordance with policies of the First Selectman and Library Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee and direct the library's operations including public services, technology, administration, and facilities management.

Ensure the delivery of high quality library programs and services to the community.

Manage the development and implementation of library goals, objectives, priorities, policies, and procedures.

Direct and participate in the development and administration of the annual capital, operating, and other assigned budgets; tracks, monitors and authorizes expenditures.

Evaluate, determine, and request additional funds necessary for staffing, equipment, materials, and supplies; develops and schedules equipment purchases and replacements.

Recommend hiring of job candidates. Supervise and monitor the performance of assigned personnel and volunteers.

Serve as a representative of the Oxford Library and coordinates departmental activities with other town departments, schools, outside agencies, community organizations and the media.

Participate in regional, state and national library associations and other professional organizations to achieve cooperation efforts that enhance the operation of the library.

Interpret and explain library policies, procedures, and programs to the public.

Stay abreast of new trends and innovations in the field of public library management.

Analyze information on the effectiveness and efficiency of the library. Recommends administrative and governing policies.

Write and administer library grants.

Participate in statewide networks for interlibrary cooperation. Monitors legislation related to library issues and advises appropriate officials.

Handle and resolve complaints.

TITLE: DIRECTOR OF MUNICIPAL LIBRARY/ MEDIA OPERATIONS: - page 2

Create staff schedule, counsel employees and directs training.

Monitor scheduling of meeting rooms for community groups.

Oversee and monitor all social media for the library, including the website.

Act as a substitute at circulation desk when required.

Perform any other tasks and duties as directed by the First Selectman or his designee
Administrative Assistant.

QUALIFICATIONS:

A Bachelor's Degree in Business Administration. At least 5 years management experience with a sound financial background. Experience and proven success in grant writing and administration. Computer experience and internet knowledge required or equivalent.

TOOLS AND EQUIPMENT NEEDED:

General office equipment

PHYSICAL AND MENTAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit and talk, or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employee must be able to read analyze, and, and interpret complex documents, and respond effectively to sensitive inquiries and complaints. This position requires the ability to define problems, collect data, establish facts, and draw valid conclusions, and make effective presentations on controversial or complex topics.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is generally quiet.

GENERAL GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

TITLE: ADULT SERVICES LIBRARIAN & ASSISTANT TO THE DIRECTOR OF
MUNICIPAL LIBRARY/MEDIA OPERATIONS

GENERAL DESCRIPTION:

Work involves responsibility for providing access to information, education, culture, and recreation through books, programs, services, databases, and audio-visual material on a wide range of subjects for library users of all ages. Duties include planning and project implementation. This position also has the responsibility for making difficult library system technical decisions. The work requires that the employee have thorough knowledge, skill, and ability in every phase of the public library field.

SUPERVISION RECEIVED:

Work under the general direction of the Director of Municipal Library/Media Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Demonstrate ability to develop and communicate library goals.

Demonstrate experience working with groups, such as the Library Board, Friends of the Library, volunteers, and other key community groups for the purpose of achieving library goals.

Attend meetings of the Library Board and Friends of the Library as requested by the Director of Municipal Library/Media Operations.

Train employees as directed by the Director of Municipal Library/Media Operations.

Prepare regular reports, agendas and analyses when requested by the Director of Municipal Library/Media Operations.

Work collaboratively and effectively as a municipal employee.

Oversee and coordinate the overall development of all library collections, both print and non-print for all age groups.

Oversee the maintenance and future development of all library automation, including the automated check-out system and public catalog as well as CD ROM information products for the public and staff computer work stations.

Provides reference and reader's advisory services to all ages.

Instructs patrons in use of technology.

Recommends to the Director of Municipal Library/Media Operations all adult material orders and develops collection through acquisitions and weeding.

TITLE: ADULT SERVICES LIBRARIAN & ASSISTANT TO THE DIRECTOR OF
MUNICIPAL LIBRARY/MEDIA OPERATIONS – page 2

Assists in circulation desk duties.

Assists the Director of Municipal Library/Media Operations in any and all tasks assigned by the Director, i.e., budgeting, ordering, program evaluation, inventory, developing monthly print and digital newsletter of events.

NONESSENTIAL DUTIES:

None

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of the public library.

Thorough ability in public speaking and written communications.

Thorough ability to establish and maintain effective working relationships with Library Board and Friends of the Library members, co-workers, associates, other governmental agencies and the general public.

QUALIFICATIONS:

A Master's Degree in Library Science from an American Library Association accredited college or university, plus six years of progressively responsible library experience.

SPECIAL REQUIREMENTS:

None

TOOLS AND EQUIPMENT NEEDED:

Library computer system, general office equipment and knowledge of Microsoft office.

TITLE: ADULT SERVICES LIBRARIAN & ASSISTANT TO THE DIRECTOR OF
MUNICIPAL LIBRARY/MEDIA OPERATIONS – page 3

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