

Oxford Library Board of Director's
Special Meeting Minutes
September 28th, 2016

Roll Call:

Meeting called to order: 7:04 P.M.

In Attendance: Federowicz; Briganti; O'Brien; Gawitt.

Also in attendance: Higginson.

Acceptance of July Meeting Minutes:

Review for acceptance of July Meeting Minutes.

Motion to accept July Meeting Minutes: Gawitt; Second: O'Brien.

Vote: 4-0.

Audience of Citizens:

Laurie Abbot, President, Friends of the Library in Oxford

Nicole Bunnell, Oxford, CT

Bunnell attending meeting to look into possibly helping out the library in some capacity.

Abbot: no Friends meeting in September; should be meeting next week and be discussing Roku, holiday fundraiser, portrait session offerings, and fundraising options for new library.

Treasurer's Report:

Submitted and presented by: O'Brien.

Copier: \$200.00; Fines: \$193.50; Lost and Damaged Books: \$80.95. Total: \$474.45.

Donation: \$200.00.

Treasurer's Report does not reflect figures/bank statements presented to Board by Higginson.

O'Brien was directed to inquire about interest rates on monies for library; how it is determined where/when the term is established, possible better rate/s elsewhere, and perhaps looking into a local bank.

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

Vote: 4-0.

Director's Report:

Director's Report submitted and presented by: Higginson.

Adult Book discussion will be held.

Details of Holiday fundraiser presented.

Bid deadline for the new library is October 14th, 2016. Reviews for said bids scheduled for October 24th, 2016.

Annual department review submitted to Board. Also, has been submitted to the town.

New copier installed and a typewriter has also been replaced.

Summer Reading programs for adults and children both did well. Statistics given for these programs as well as details of some upcoming library programs.

Higginson will be traveling for some upcoming workshops and meetings.

Staff was trained on new Newsbank database and next staff meeting scheduled in October.

Higginson states she ordered Mobil Hotspot by Sprint at approximately \$23.00 per month due to the deadline being Friday, September 23rd. Federowicz questioned why she ordered this when the Board had informed her they didn't want to do this when she presented it in the past. Higginson states she would pay the first month, and send it back if they decide not to keep it. Board agrees to trial month, at her expense, but with the stipulation of hard data to support why this would be good presented to them at next month's meeting.

Discussion on Roku, which Friends are looking into purchasing for the library.

New computer and Internet Policy presented for approval, a picture to give an idea of lighting and woodwork for new library, as well as siding costs and descriptions.

Children's Librarian Report:

Children's Librarian report submitted by Rivero; presented by Higginson.

Details on how and why Rivero has reached out to the town's schools for correlation on possible programming for library.

Various activities for September held including Library Card Sign Up Month, Junior Friends meetings, Halloween themed programs, and science ones as well.

September and October's calendar of programming presented to the Board along with Children's Report.

Chairman's Report:

Joncyk's resignation letter read to the Board; effective September 10th, 2016.

Higginson will be meeting with Hliva in regards to the transfers done by her. Higginson gave her account of what had happened, stating past employee perhaps did not get the information upstairs to who/where it needed to go. Federowicz suggests Higginson set up meetings with Hliva 2 times a month to go over pertinent information so this won't happen in the future.

Board questioned Higginson on scheduling and stated that Higginson needs to delegate responsibilities to the Assistant Director. Board wants a bigger concerted effort for the new library and to delegate other responsibilities/duties to other personnel if need be.

Question to Higginson if Assistant Director is able to answer/step in as Director. Higginson stated sometimes yes, sometimes no.

Higginson, once again, stated she started schedule, and Board reiterated that no employee is to be locked into a set schedule and had wanted these changes now. Higginson was asked to make said changes in June, and has not presented this to the Board. Board directed Higginson to submit schedule with said changes at next month's meeting, so by December, these changes will be implemented.

Old Business:

No form letter drafted in regards to people signing when making a gift for library. Should be presented at next month's meeting.

New Business:

Discussion in regards to fundraising and what will be included in the new building.

Adjournment:

Time: 8:45 P.M.

Motion to adjourn: Federowicz; Second: Gawitt.

Vote: 4-0.

Minutes subject to approval at next meeting.

16 OCT -4 PM 4:18
TOWN OF OXFORD, CT
Christopher A. West
TOWN CLERK

Respectfully Submitted by:

K. Solicito

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