

Oxford Library Board of Director's
Special Meeting Minutes
March 22nd, 2016

Roll Call:

Meeting called to order: 6:34 P.M.

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

Also in attendance: Higginson.

Follow Up Discussion with First Selectman George R. Temple Regarding New Library:

Discussion on new library included:

- Done on time: November
- On budget
- May be more funds for inside items
- Would like wish list made for needs/wants for new library
- Priorities for new library include a time clock for employees, video surveillance, and alarm system
- Utilize part-timers for scheduling
- Looking for plan for schedule of new hours
- Looking for a presentation to solicit funds and looking at area businesses for donations

Acceptance of February's Meeting Minutes:

Change to February's minutes to include:

Motion by Briganti, seconded by Gawitt, and voted on 6-0, for staff to be trained by February 17th on cash register.

Motion to accept Minutes with said change: O'Brien; Second: Briganti.

Vote: 5-0.

Acceptance of March's Special Meeting Minutes:

Change Keating to Gawitt in Roll Call, as Keating is listed twice.

Motion to approve minutes with said change: O'Brien; Second: Briganti.

Vote: 3-0.

Audience of Citizens:

Laurie Abbot, President, Friends of the Library in Oxford
Dottie DeBisschop and Bob Farnum, both of Oxford

Abbot discussed Friends happenings and endeavors including: Brick Fundraiser, Ion Bank Community Awards – looking for votes, advertising for Brick Fundraiser, designing bags for library to be sold to raise funds, as well as upcoming Art Contest and discussion on subcommittee of Library Board for fundraising.

Farnum and DeBisschop brought forth questions and suggestions, as well as inquiring for assistance and/or working together, in helping raise money for the new library.

Discussion ensues including: what monies are designated for what specifically, comment on not wanting to open new building not fully furnished as this budget has been cut in half.

What is needed, how to acquire, and proper protocol to secure these items.

Furniture coordinator needs specifics as to what is needed.

Collection for opening day, computers, and book processing were not included in original budget.

Grants, if awarded, can be used for the purchase of computers.

Priorities discussed. FOLIO President states that FOLIO's monies should not be used for opening day, as that should be the town. FOLIO would also have to vote on where, when, and amount of monies to be used.

Item by item list with costs reviewed. Looking for approximately \$200,000, without funds for landscaping.

Naming opportunities; letter to be made for soliciting monies needs to be approved by Town Hall.

Need to come up with the monetary amounts for each room for naming rights.

Motion to write a proclamation that current funds in the Gifts and Bequests account, and future monies raised by the Fundraising Subcommittee of the Library Board of Director's, to be used at the discretion of the Library Board of Director's, for any items for the new library which are not funded by the current Library Building Committee contract (post-construction).

Motion: Briganti; Second: Bunnell.

Vote: 5-0.

Motion to form a Fundraising Subcommittee with Co-chairs Bunnell and Briganti and fellow members to be DeBisschop, Farnum, and Gawitt.

As well as a subcommittee to this to include Federowicz, Keating, O'Brien, and Higginson who will make marketing materials and flyers to submit when soliciting for funds. Rivero will also advise with marketing.

Motion: Federowicz; Second: Briganti.

Vote: 5-0.

Treasurer's Report:

Submitted and presented by: O'Brien.

Copier: \$68.75; Fines: \$15.00. Total: \$83.75.

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

Vote: 5-0.

O'Brien stated that there were 6 envelopes in the safe and only one was marked (Copier, Fines, etc.). The report reflects that. Other envelopes had amounts and signatures on them. An email was sent out regarding this issue of monies not being clearly marked/designated for which line item. Higginson states

there was miscommunication in regards to this. Keating commented that this accounting could affect the bond rating of the Town if any auditors were to come in and see this.

O'Brien also states that when she came to get totals for report, that per Davis, money is Kathy's (Kycia) job and she didn't know anything about it. O'Brien states she doesn't need an appointment to come and get these totals, as well as she should be able to get what is needed of her, and if she needs assistance, no one should pass the job off to another, nor should she not be able to get the Assistant Director's help in the absence of the Director. Assistant Director should have been able to handle the monies and have known what to do.

Pelton sent email to Higginson ordering her to get the register up and running. She also advised O'Brien that she was a volunteer and should not be counting the monies collected from the library nor delivering said monies to Town Hall, this is Higginson's responsibility in being the Library Director, and O'Brien should just be reporting on these numbers. Pelton states she no longer wants O'Brien handling these monies going forward.

Excel spreadsheet started to be used going forward for daily, weekly, and monthly totals for accounting purposes. Temple wants real time accounting program which can be viewed at any time to be handled by the future manager once program is initiated.

Discussion on procedures for accounting for monies. Higginson states she uses an Excel spreadsheet, that the cash register has been implemented, and she keeps money in one envelope with totals listed on the outside of envelope. O'Brien states this should have been done in January or possibly February as there had been no discussion on changing any of the policies.

O'Brien was told by Higginson that Davis would need several weeks to train on the register. Everyone should have been trained already. This has been since February and is still not straightened out and paperwork still not implemented.

Higginson states the first week or two, she did not know about the reconciliation and the coins to be counted affected the reconciliation.

O'Brien questioned procedure for checks and Higginson stated she was going to inquire of the Board how they would like those to be handled, through the register or separately. Was told that everything needs to go through register and a check button will be needed on register.

O'Brien was told by Hliva that they will buy a new one if this one is not up and running.

Discussion on register and set up needs and existing programming.

Motion for Excel spreadsheet to be sent by email from Higginson to Board every Friday with totals for monies collected, staff to be trained on the new cash register, for the cash register to be up and running, and Higginson to bring up monies collected at the library to Town Hall by March 29th, 2017.

Motion: Keating; Second: O'Brien.

Vote: 5-0.

Director's Report:

Director's Report submitted by: Higginson.

Adult book discussion held, new series being initiated on travel and cultural programming, and a financial advisor to visit were some programs for adults and she presented info discussed at FOLIO meeting.

Building committee met and rock removal cost is over estimate and the estimated construction of the new library is two weeks behind proposed timeline.

Assistant Director's Report:

Submitted by Davis.

Comments about Groundhog Day and weather. Info on adult book discussion and coloring program being held in March. Dates given for National Volunteer week, to show appreciation to volunteers, with info pertaining to this scheduled event.

The Board directed Davis to report on what she is doing, not narrative statements, as they want to know what she is accomplishing. Her report seems like a copy of what the Director's states. In past reports, she had written about things she either was working on or was going to be doing, and there has been no follow up pertaining to these things.

Children's Librarian Report:

Children's Librarian report submitted by Rivero.

Highlights include various activities such as Family Fort Night, Mardi Gras Party, Teen Tech Week, and a list for possible summer reading books has been released. Some events scheduled for April's Spring Break, which coincides with National Library Week, to include: Library mystery game for Teens, Story Time Swap, and science programs.

Submitted with report included March and April's calendar of events as well as pictures of events held.

Motion to accept all Reports: Briganti; Second: Bunnell.

Vote: 5-0.

Chairman's Report:

Keating states there is a lot going on at the Library Board's meetings with discussions on monies and motions and would like to see Board Clerk get a recorder.

Motion for purchasing a recorder for the Library Board Clerk with monies from the Departmental Supplies account not to be more than \$50.00.

Motion: Briganti; Second: Bunnell.

Vote: 5-0.

Month's ago, Higginson was asked to submit a monthly schedule of the staff to the Board and they have not received any as of late. Higginson states that she will create April's schedule in the next two days and send it out to the Board. She was questioned by O'Brien that O'Brien believed Davis was creating the schedule. No comment from Higginson.

Old Business:

Discussion and delegation of Policy Book; approximately 13 pages each, with overlaps.

Pages assigned as such:

Keating: 1-13;
Bunnell: 13-26;
O'Brien: 26-39;
Gawitt: 39-52;
Briganti: 51-65;
Federowicz: 65-75.

Discussion on staffing needed and new hours for the library. Question on moving cost to new building as well as book processing (book return) cost.

Fundraising Committee needs to post meetings and minutes through Town Clerk's office.

O'Brien questioned if names were still being written down when giving out the bathroom key. Higginson stated that they no longer do this. O'Brien stated that Pelton from Town Hall notified her that this practice is illegal.

New Business:

Letter writing campaign held March 23 at the library to help support Intra-Library Loan program which is scheduled to cease next year due to state budget cuts. Higginson will draft letter for Board to sign and mail to the state in support of keeping said program.

Higginson will apply for grants to try to secure funds for new library, but Board asks she makes sure she is not duplicating what First Selectman Temple may be doing. Due date for these grants are May 1st and May 31st.

Inquiries into the new part time employee. Higginson states he is good with the patrons and computers, but is slow to shelve. Has been working with other part-timer and has picked up speed. She states she spoke with him in that he is in a probationary period and she needs to see improvement in this area.

Higginson was asked if bills were received for locks and the electrical. She states yes and now they are overextended in that account \$951.00. Looking to do a transfer for these.

Inquiry was made about staff eating at their desks. Higginson states cookies and coffee and that there is no policy from Town Hall that states they cannot eat at their desks.

Question and discussion on staff breaks. Higginson states they don't follow timeframes. O'Brien states only Town Works are allowed breaks and the staff at library are entitled to one half hour lunch and there is no state labor law regarding breaks having to be given, and that per Town Hall, there is no dress code.

Higginson informed Board that the Board of Finance meeting was scheduled for the following evening in regards to reviewing the budget request.

Adjournment:

Time: 9:40 p.m.

Motion to adjourn: Keating; Second: Briganti.

Vote: 5-0.

Minutes subject to approval at next meeting.

Respectfully Submitted by:

K. Solicito

17 MAR 24 PM 3:14
TOWN OF OXFORD, CT
K. Solicito
TOWN CLERK