

OXFORD LIBRARY BOARD OF DIRECTORS
REGULAR MEETING MINUTES
MAY 17th, 2016

Roll Call:

Called to order: 7:14 p.m.

In attendance: Federowicz, Briganti, Bunnell, and Gawitt.

Acceptance of April's Meeting Minutes:

Motion to accept April's Minutes: Briganti; Second: Bunnell.

Vote: 4-0.

Audience of Citizens:

Laurie Abbot, President Friends of the Library in Oxford

Bob Farnum

Steven Fians

Abbot discussed Friends happenings including brick fundraiser, Give Local, Ion Bank Grant, and Coloring Contest.

Farnum wanted to thank members of the Board who came for the carpeting/décor meeting for the new building.

Discussion on pictures shown of carpet and wood choices for new building.

Board thanked Farnum for invite and thanked FOLIO for committing monies to the new building.

Treasurer's Report:

Submitted by: O'Brien; presented by Briganti.

Copier: \$117.40; Fines: \$67.65; Lost and Damaged Books: \$13.00. Total: \$198.05.

Gifts and Bequests stayed the same at: \$64,445.76; Grants also stayed the same at: \$6,317.45.

Higginson sent numbers to O'Brien for her report.

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

Vote: 4-0.

Library Director's Report:

Submitted by Higginson to Board prior to meeting.

Some highlights include:

Friends Coloring Contest up and running with culmination on June 4th.

Building Committee meeting and stating the architect says the basement cement footings are 80% done.

Staff meeting held to discuss summer reading preparation, new library progress, and circulation issues.

Adult book discussion, Earth Day Ecology Program, and volunteer reception were programs held in April.

Higginson in attendance of the Connecticut Library Association Conference for 2 days at beginning of May.

Submitted with report: list of the records Higginson has pertaining to some of the monies in the Gifts and Bequests account. These total \$8,515.10 out of the grand total of \$64,445.76.

Added to report by Higginson at meeting:

Transfers were put into the wrong line items for the hand air dryers and the lock on bathroom door. This should be corrected by next month's meeting to reflect accurate line item transfers and totals.

Rivero and Higginson mentoring student with their Capstone project.

Will have Griffin Hospital Outreach programs held in upcoming months.

Discussion on town buildings and needs.

Assistant Library Director's Report:

Submitted by Davis prior to meeting.

Coffee and Color Program was held with an attendance of 23 patrons. During this program, refreshments were provided by FOLIO for the attendees. Abbot, President of FOLIO, helped to write a press release and picture taken by Davis (attached to report) was submitted to local papers and social media.

National Volunteer Week was well attended and light refreshments and thankyou gifts were provided by the library.

Davis continues to practice on the cash register with instruction by Higginson and Rivero. All taking turns at cashing out and reconciling monies.

Various items have been cataloged.

Board states they are pleased with this month's report.

Question pertaining to what exactly is there to practice on a cash register. Higginson states practicing that you know how to do it and some buttons were redone as to be able to include checks as payment.

Discussion on monies and time of reconciliation of cash register. Higginson states Hliva says it is okay to balance/cash out the register at 2:30 p.m. every day and that is what has been implemented.

Children's Librarian's Report:

Submitted by Rivero prior to meeting. Included with report: May through August Activities Calendar and schedule.

Many programs throughout the month including: crafts, show and tell, movie mornings, clubs, Homeschool Roundtable, and story times. These have been implemented by Rivero to make sure activities are still being offered while she is on medical absence. Rivero, while home, will be working on various aspects of the upcoming Summer Reading Program including giveaways, supplies needed, as well as the library's social media presence.

Visits from local preschools as well as Rivero visiting Quaker Farms School to discuss Summer Reading Program were some other endeavors she executed before her leave.

Rivero has received Summer Reading list for the schools and has ordered some of these to have early for the students.

Question if Rivero's vision of the Children's Department has been conveyed to the Building Committee. Interior designer is aware states Higginson.

Discussion on new library set up and décor.

Chairman's Report:

Per Federowicz, Keating has confirmed that Library Board Clerk is at the current rate for Board clerks in the town.

Pertaining to the Policy and Procedure Book - some have sent to clerk, some have not. Any minor changes can be made - any major changes, the Board needs to go over together. First Selectman needs to solidify new library position/s before job description/s can be revised, if needed.

Federowicz asked Higginson if there is a protocol in place for the library in an emergency. Higginson states no.

Discussion on emergency protocols and scenarios.

Higginson directed by the Library Board to meet with Pelton and/or the First Selectman by next month's meeting to find out what procedures, if any, are in place. She is also directed to call the State Police to ask what procedures are in place in an emergency for a public building by next month's meeting.

Discussion on job descriptions for each library employee as well as discussing a possible special meeting to go over these to implement any changes, if needed.

Bunnell and Briganti state they have made their revisions to their assigned sections and will send out to all by next meeting, for all to look over and check.

Discussion on Union Contracts and start and end date of such.

Possible opening of new library in mid-December or mid-January.

Talk with Temple regarding duties to be implemented for new contract coming due and new position/s before any changes/revisions made.

Discussion on fundraising.

Old Business:

New Business:

Higginson states part-timer Stocker gave her resignation and will end her time at the end of May. Higginson states she would like to possibly call back others who interviewed at the last hire to see if they might still be interested.

Briganti question Higginson about the Police possibly being at the library. Higginson states that yes, they were at the library, and it was a scheduling conflict. That Fians, a part-timer, came to work and was trying to figure out if Higginson was coming to open the door and called the police while Higginson was dealing with a car issue. She states she did not hear him call her, so he then called police.

Adjournment:

Motion to adjourn: Gawitt: Second: Briganti.

Vote: 4-0.

8:40 p.m.

kas

5/22/17

17 MAY 22 PM 5:50
TOWN OF OXFORD, CT
Christina A. Clark
TOWN CLERK