

OXFORD LIBRARY BOARD OF DIRECTORS
REGULAR MEETING MINUTES
SEPTEMBER 20th, 2016

Roll Call:

Called to order: 7:02 p.m.

In attendance: O'Brien, Briganti, Bunnell, and Federowicz.

Gawitt in attendance at 7:06 p.m.

Acceptance of July's Meeting Minutes:

Motion to accept July's Minutes: Briganti; Second: O'Brien.

Vote: 5-0.

Audience of Citizens:

Laurie Abbot, President Friends of the Library in Oxford

Mary Broas and Laurie Fernandes, both of Oxford, CT.

Broas and Fernandes at meeting on behalf of Chelsea Wheeler and her love of reading. They are looking to help, honor, and keep Chelsea alive with help for the new library and the children's department. Would do fundraising to memorialize her. Looking to see what would be needed and how/what they would like to fundraise for. Questions and further discussion with Board going forward with this endeavor with Broas and Fernandes. Contact information given by Broas and Fernandes to Board.

Briganti stepped out at 7:22 p.m.

Abbott: Holiday Fundraiser up and running for FOLIO and lots of new interest in becoming a Friend with the new construction happening. Friends and Historical Society secured grant to sponsor story tellers sharing historical information. Friends helping with Halloween program by giving \$200.00 toward the magician scheduled to perform.

Briganti stepped back in at 7:25 p.m.

Oxford Greens/ Women's Auxiliary also helping with fundraising for Summer Reading Program in January or February.

Treasurer's Report:

Submitted and Presented by: O'Brien.

July's Totals: Copier: \$88.05; Fines: \$91.05; Lost and Damaged Books: \$2.00. Grand Total July: \$181.55.

September Totals: \$223.81.

No breakdown of totals given to Treasurer from Higginson. Higginson questioned on why she did not send monthly breakdown. She states is not sure why the monthly breakdown got stuck in her email and she will have to check. Higginson states she had a separate attachment and did not realized that had happened and she apologized for it not getting to O'Brien.

Federowicz asked Higginson if she had the breakdown now. She stated she should have it over there on the computer. He then asked her to retrieve them.

Higginson stepped away at 7:30 p.m. to go to her computer and get them.

Interim discussion on new ideas for library, Building Committee Meeting, and circulation desk as well as it's positioning.

Higginson back with breakdown at 7:41 p.m.

Breakdown now states: Copier: \$93.05; Fines: \$130.66; Total: \$ 223.71 for September's totals.

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

Vote: 5 - 0.

Question if report is for one month or two as it states August through September. Higginson states it is for September's totals; September's deposit.

Library Director's Report:

Submitted by Higginson.

Friends have sold approximately 140 bricks so far and sales continue.

Friends are co-sponsoring programing with the Historical Society called Tellebration which are talks about local Connecticut histories.

Building committee met and reviewed revised draft of furniture and fixtures, discussed and approved work order changes for fill, rock removal and fire damper to meet code. Additional items are needed to complete construction not covered by the budget and items were reviewed which are not included in the architect's or construction contracts. These items are phone and alarm systems, security cameras, computers, and networking, etc. Review of shelving design, placement, and amounts to confirm plan meets collection housing needs in new library before ordering these items.

Staff meeting scheduled.

Adult Summer Reading program had 82 registered with 250 books read in 8 weeks.

Adult Book discussion held along with a meet the author.

Various other programs scheduled.

Assistant Library Director's Report:

None submitted.

Higginson states Davis has been having medical issues and does not have her strength, she comes in if she can, and if she will be out for an extended period of time, Higginson will inform the Board. No report likely next month either, according to Higginson.

In Davis' absence, Robyn and Kathy sort of share responsibility according to Higginson.

Children's Librarian's Report:

Submitted by Rivero; presented by Higginson.

Many programs throughout the month included Summer Reading Program which included 280 participants with a total of 1,510 hours of reading.

93 programs were held over the Summer with a total of 621 attendees.

Story Time and morning infant program as well as an Animal Embassy Program held.

Rivero collaborating with Great Oak Middle School's Librarian on how to create a better relationship between the Public Library and the Middle School Library.

October's programs scheduled and September and October's schedule submitted with Children's Report.

Chairman's Report:

O'Brien dropped proposed schedules for new library staff to Temple. Board does not know if Temple has reviewed it. Also, job description for Executive Director submitted, inadvertently, along with these, as no confirmation on these duties have been agreed upon. Next month's meeting Board to discuss job description/s for new Executive Director.

Federowicz was in attendance of Building Committee meeting and states Mitchell was not going to do anything he was directed to do. He also states, he did not have the opportunity to speak. Discussion on how all boards pertaining to the library and new library building should all work together and be more accommodating.

Old Business:

New Business:

Higginson asked Board to consider using funds, if not available from budget, to buy a different circulation desk than was approved. Board states it will consider it.

Discussion about circulation desk; including sizing, positioning, and cost.

Adjournment:

Motion to adjourn: Gawitt; Second: Federowicz.

Vote: 5 – 0.

8:19 p.m.

17 SEP 26 PM 4:01
TOWN OF OXFORD, CT
S. Gawitt
TOWN CLERK

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9/22/17