

Oxford Library Board of Director's
Regular Meeting
October 18th, 2017

Roll Call:

Meeting called to order: 7:08 p.m.

In Attendance: Keating; Federowicz; Briganti; Gawitt.

Also in attendance: Higginson.

Acceptance of September's Meeting Minutes:

Review for acceptance of September Meeting Minutes.

Change on page 3, Chairman's Report: Federowicz had the opportunity to speak, but chose not to.

Motion to accept September Meeting Minutes with said change: Gawitt; Second: Briganti.

Vote: 3 – 0.

Abstain: Keating.

Audience of Citizens:

Laurie Abbot, President, Friends of the Library in Oxford

November 3rd date for start of Holiday Fundraiser; January date set with Oxford Greens; discussion on brick fundraiser; some new Friend members due to new building, and full funding granted for Tellabration program.

Discussion on placing of the bricks, costs of before and after for installation, possible brick dedication for when the building is open, and ideas for volunteers in helping with various needs for the new library.

Bunnell in attendance at 7:18 p.m.

Board asking for price of installation of bricks for before and after of new building opening to be secured by Abbot and Higginson for Board to present to Temple.

Friends are willing to support the new circulation desk. Discussion on specifications of circulation desk as well as costs, suggestions, and possible modifications and costs for existing desk.

Mary Broas in attendance at 7:33 p.m.

Discussion on computers for new library and possible grants.

Discussion on offices and set up for new library.

Treasurer's Report:

Submitted: O'Brien; presented by Briganti.

Copier: \$103.30; Fines: \$71.29; Lost and Damaged Books: \$67.49. Total: \$242.08.
Gifts and Bequests, no changes: \$6445.76; Grants, no changes: \$6317.45.

Motion to accept Treasurer's Report: Bunnell; Second: Gawitt.
Vote: 5-0.

Discussion on monies in Grants and Gift/Bequests accounts and wiring for new library, as well as location and costs associated with wiring, wi-fi for new building, as well as fax, and phones.

Director's Report:

Director's Report submitted and presented by: Higginson.

Building Committee met and member will be resigning; position for clerk open.
Adult Book discussion will be held in September and one scheduled for each upcoming month of October and November.
Pelton reached out to Higginson to refer a job applicant for consideration. Higginson is looking to get referral from Library Board for this candidate as well as Laurie Abbot for hiring.
Reiterate Abbot's information about Friend's activities and endeavors.
Davis is having medical issues and her scheduling is not definitive at this point. Upcoming surgery as well as recovery time has not been determined.
Question on why Board is being asked to write letter to Town Hall for approval for Higginson to hire 2 people. Discussion on hiring process and Board's input and/or requirements by the Board.
Board's opinion is that job postings should be posted in house. Discussion on protocol that should be followed and these procedures should be in place for new library and other openings. Board states they are okay with 2 people being hired, but are not okaying the 2 people to be, and states that the proper protocol needs to be adhered to for the hiring process.
Board asking if this position was posted. Higginson states not to her knowledge. Higginson was directed to ask what the hiring process is with Pelton.
Questions of how Davis is doing and who steps up for Davis' position and duties directed to Higginson. Higginson states both Rivero and Kycia share these responsibilities and reiterated Davis is having medical issues.

Children's Librarian Report:

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

Multiple activities being implemented in the month of October include: new book club at Great Oak Middle School, yoga workshop, story times, and a visit to Quaker by Rivero.
Submitted with report: November's calendar of events for children and flyers for certain events in November.
Rivero has been accepted for MLIS course to start online in

Chairman's Report:

Federowicz spoke with Temple and the part-time position/s schedule was received.
Broas introduced to Board.
Question on Policy and procedure book of what is going on with it and discussion on this.

Higginson states she did not get info on protocol for emergency situations yet due to being notified that she should wait until the alarm system is in.
Discussion on various scenarios and protocols as well as what happens/may happen at various buildings.

Old Business:

Executive Library Director job requirements discussion. Board perusing submitted requirements with discussion on various and specific requirements and duties. Discussion on what Higginson duties are now.

Board states they need direction from Temple with regards to this. Not sure what Temple is needing/wanting for this position, what duties are required for this position, and what duties are being relinquished from Higginson for this position.

Board drafting letter to send to Temple asking for clarification on this with a timely response before going forward.

Letter attached with minutes.

New Business:

Briganti stating a patron confided in her that she felt very uncomfortable when she came in to return a book and then received a phone from a library staff member. Patron states the manner which she was spoken to, made her feel uncomfortable. Patron also states she does not want to come in during the day because she does not want to see the staff member who called her. Federowicz directed Higginson to call patron to come in to discuss this. Higginson states she will do so.

Discussion on patrons and customer service.

Looking to set up time/date of who submits next section for Policy and Procedure Book.

Discussion on date other than next month's meeting for Policy and Procedure corrections/revisions.

Email to be sent to remind which sections were delegated to whom. Possible dates to meet are Tuesday, November 14th or Tuesday, November 29th.

Adjournment:

Time: 9:26p.m.

Motion to adjourn: Briganti; Second: Gawitt.

Vote: 5-0.

Minutes subject to approval at next meeting.

Respectfully Submitted by:

K. Solicito

17 OCT 23 PM 4:13
TOWN OF OXFORD, CT
Briganti A. West
TOWN CLERK