

OXFORD LIBRARY BOARD OF DIRECTORS
REGULAR MEETING MINUTES
NOVEMBER 29th, 2017

Roll Call:

Called to order: 7:04 p.m.

In attendance: O'Brien, Briganti, Keating, Federowicz,
Bunnell in attendance at 7:09 p.m.

Acceptance of October's Meeting Minutes:

Motion to accept October's Minutes: Briganti; Second: Keating.

Vote: 4-0.

Abstain: O'Brien.

Audience of Citizens:

Laurie Abbot, President, Friends of the Library in Oxford.

Charlene Yacovelli, Oxford, Librarian, Quaker Farms School.

Yacovelli is trying to promote reading in Quaker Farms School. Submitted to Board's attention various ideas to work with the library in the new building.

Discussion of ideas for upcoming building and schools.

Discussion on Holiday Fundraiser, celebration when bricks are installed, and staff luncheon to be sponsored by Friends and Library Board as well as Friends sponsoring dinner the night of the tree lighting.

Treasurer's Report:

Submitted and Presented by: O'Brien.

O'Brien states Higginson did not send totals. States there is no report.

Higginson apologized that the report was not sent. She states she sent 14 other pages and not sure why that one didn't go. Federowicz states this cannot happen again especially with the new building and budget questions.

7:13 p.m. Higginson stepped away to print report she states she can get for Board.

Discussion on library at Quaker with Yacovelli.

7:18 p.m. Higginson stepped back to table with November report.

Higginson states she sent totals earlier in the month. Bunnell then forwarded that specific email to Board at this time.

November's Totals: Copier: \$136.50; Fines: \$67.75; Lost and Damaged Books: \$10.00;

Donation: \$300.00. Grand Total: \$514.25.

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

Vote: 5 - 0.

Library Director's Report:

Submitted by Higginson.

Friends met as well as the Building Committee and a staff meeting was held.

Update on paving, the roof and siding, furniture bid, and what needs to be finalized for new building to open.

Installation of furniture and moving in, looking for possibly end of February to mid-March for opening.

Various programs being offered.

7:22 p.m. Selectman Temple stepped in.

Discussion on possible times for walk through of new building.

Donation to library for \$3,000.00. \$1,000.00 for Children's books, \$1,000.00 for Teen/Young Adult books, and \$1,000.00 for adult books. As well as a \$50.00 donation which has not been designated.

7:29 p.m. Temple states:

We have a lot to do. Right now, there's an issue with the library-an overage/they went over the budget. Not sure what it is. His inclination is it's probably not our fault and not an act of God. We may have a problem. Need to meet with building committee to discuss with them. May be that we may not have the full complement of furniture for the new building. But that we do have furniture in the current library.

Question from Temple directed to Board if any are aware of the monies which FOLIO has. Board states Friends are at the meeting and points out Abbot, as President. Abbot states that she is not the treasurer and does not have accurate numbers. Also, that FOLIO is a non-profit organization, she cannot make public that information. She also states that monies have been earmarked.

Various discussions include:

Installation cost for bricks is unknown.

Town is trying to make a budget and if they know what FOLIO has and is willing to do, they can work with that.

FOLIO has asked for Committee to come to Friends so that members can vote on what may or may not be needed.

Temple states they were hoping that FOLIO would help. FOLIO has approached Committee numerous times to offer their monetary assistance. Friends were told, not yet.

Discussion on where monies would go if they were raised now as well as where they may need to go.

Question on what is Town's responsibility for needs of new building and what may be able to be bought from another entity.

Possible working meeting with Friends, Library board, and Building Committee.

Temple asked for a budget for the first year as well as hours of operation.

Board notified Temple they submitted to him then proceeded to submit copies to him 2 versions of a schedule.

Executive director's job description?

Still working on that-complicated issue.

Discussion on schedule for upcoming building and staffing as well as current staff.

Temple states he needs monetary figure and wants to be open Saturday and Sunday.

Questions and discussion on schedule/s submitted by Higginson.
Contingencies because of possible retirements and part time staffers.
Executive Director will be full time and not have to go through the union. They will be responsible for everything, including the money, pertaining to running the library.
Numbers to Temple for staff salaries.
Needs to include all staff to be included going forward.
Discussion on circulation desk and update to Temple pertaining to this.
Memo to Temple with info pertaining to circulation desk from Higginson.
Discussion on monies and what they are/aren't earmarked for.
Concern about donations and how to handle them. What should she direct patrons to do. Looking to put together a policy to hand to patrons.
Temple will set up private account for these monies.
Community Development possible for computer purchases. Higginson needs to put in application for these monies.
Question on hours and possible trial of hours to get a feel for traffic in new building
Staff salaries, what is the net increase in budget, Temple needs justification for these monies, and application for the Community Development to Temple from Higginson.
Temple asks if there is anything else. Higginson states no.
Needs crosswalk to schools.
Safety of library and staff and the building being located so close to schools. What is the Town's safety plan as well as the school's plan in place? Temple working on safety plan.

8:16 p.m. Temple and Federowicz stepped away.

Various discussions held.

Temple and Federowicz back at 8:21 p.m.

Temple offered anyone who would like to check out library to let him know.

Temple left at 8:22 p.m.

Assistant Library Director's Report:

None submitted.

Davis will be back to work sometime in January.

Children's Librarian's Report:

Submitted by Rivero; presented by Higginson.

Summary of Rivero's endeavors as well as commitments for the month of October. These include magic show, Trick or Treating, visits to elementary school.
Summer Reading material in and Rivero will start planning this program soon.
November and December calendar of events submitted as well.
Programming for December and January will be scaled back due to the move to the new library.

Chairman's Report:

Policy Book needs to be addressed.

Bunnell states we need to revise policy of damaged books because of the situation which happened with a patron. Patron has still not received phone call pertaining to this incident.

Higginson states she left a message, not once, but twice. Briganti states the patron never received a message and did not have it on caller ID. Higginson states that she will write a letter to this patron.

Need a policy on how to handle these situations going forward, as this is not good customer service.

Discussion on going forward with books which may have been damaged before being returned. Looking to make a form letter to be mailed to patrons when they return items which are damaged.

Discussion on how to proceed in various scenarios going forward.

Discussion on Policy Book and Federowicz's section.

Page 61: Question on where forms are located which are referenced on this page. Higginson states they are behind the staff desk in a binder.

Page 68: Emergency Plan is available. Higginson states there is a notebook behind the circulation desk and a picture taped behind there.

Federowicz wants brightly red colored binders for emergency evacuation/s and where they can be accessed easily to grab on the way out.

Will there be a portable phone? Yes, states Higginson, in the kid's section.

In the event an evacuation needs to happen, there needs to be a plan in place which includes multiple meeting places and staff should have cell phone on person.

All things should list, call 911 first.

Old Business:

Who is next on Policy Book? Briganti cannot do any revisions yet as position/s for staff have not been established for new building. Gawitt needs to submit his, if any. O'Brien states she has no changes for her section.

Discussion on what section/s are left.

Keating had no changes., neither has O'Brien.

Bunnell asked if everything but job descriptions is left, can we make the current changes?

Discussion on this as well as some descriptions for current and upcoming positions.

Looking to have hard copy for next meeting for submission.

New Business:

Briganti has question on December schedule.

Whose initials are listed for substitutes? Abbot state she's L. Higginson states who the remainder initials are.

Briganti asked Higginson that shouldn't all subs get some time

Higginson states, yes, and maybe some of this can be adjusted. If any is needed,

Higginson question to Solicito of her current schedule. She states Monday through Friday, school hours, and in the past, when asked last minute, she was able to do it.

Abbot was filling in when there were problems with the schedule when Stocker left.

O'Brien has stated she hasn't seen Solicito on the schedule in a long time. Higginson states she will talk with Solicito when she has time to see if she wants any of these hours (December's schedule was submitted with director's report).

Need to file Board meetings for next year as well as member's position for Board.

Key points from ACBL meeting which she attended as well as possible ideas to generate more traffic at the library. Keating states State Budget: don't count on the State going forward for next couple years. Look to other venues for help as well as work with what you have.

How does Summer Reading impact children? Looking for ways to gauge this. Possible Survey Monkey with questions.

6 living generations: what are the community goals and are we fulfilling them as well as the what are the demographics.

Where will Board hold their meetings for 2018?

Need to submit schedule before new year.

January 2018 Meeting scheduled for Wednesday, January 10th, 2018 to go over and approve budget for fiscal year 2018-2019.

December's meeting to be held at Pies and Pints, 143 Oxford Road, Oxford, on Wednesday, December 20th.

Meeting for Friends, Library Board, and with Building Committee to discuss monies and what is needed and where and how to procure it.

Discussion on who should be responsible for what in and for the new building.

Discussion on what is being moved to new building and how.

Discussion on what monies are needed and what they are needed for.

Adjournment:

Time: 9:37 p.m.

Motion to adjourn: Briganti; Second: O'Brien.

Vote: 5-0.

kas

11/29/17

17 DEC -4 PM 4:00
TOWN OF OXFORD, CT
Thomas A. West
TOWN CLERK