

Oxford Library Board of Directors'
Regular Meeting
February 21st, 2018

Roll Call:

Meeting called to order: 7:04 P.M.

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

Absent: Gawitt.

In attendance: Higginson.

Acceptance of November's Regular Meeting Minutes:

Review for acceptance of November's Meeting Minutes.

Motion to accept: O'Brien; Second: Bunnell.

Vote: 5-0.

Acceptance of January 10th Special Meeting Minutes:

Review for acceptance of January 10th Special Meeting Minutes.

Motion: Keating; Second: Bunnell.

Abstain: Briganti.

Vote: 4-0.

Acceptance of January 23rd Special Meeting Minutes:

Review for acceptance of January 23rd Special Meeting Minutes.

Motion: Briganti; Second: Federowicz.

Abstain: Keating.

Vote: 4-0.

Audience of Citizens:

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

Holiday Fundraiser went well and Friends planning to do again this year.

Update on Buy a Brick Fundraiser.

Question and discussion on laying out/down the bricks as well as stating the patio furniture which Friends purchased to be moved to new library.

Friends committed \$50,000 to new library – looking to see if will be recognized. Would like a plaque in the craft room as well as one to be placed on the new circulation desk.

Ion Bank has grant available which Higginson is applying for to hopefully go towards computers and various technology items and programming.

Discussion on possible other grants, if the grant supports distance learning offered by the high school, as well as specifics to ask for in the grant.

Library Board Motions to commit up to \$2,000.00 to go towards Ion Bank Grant Application for their Community and Technology Training Program: O'Brien; Second: Briganti.
Vote: 5-0.

Friends has approved \$500 and \$600 respectively for Children and Adult Reading Programs.

Treasurer's Report:

Submitted by: O'Brien; presented by: Briganti.

December Copier: \$103.95; Fines: \$78.65; Lost and Damaged Books: \$2.40.

January Copier: \$48.40; Fines: \$23.50; Lost and Damaged Books: \$14.95.

February Copier: \$107.05; Fines: \$75.50; Lost and Damaged Books: \$0.00.

Totals from July 2017: Copier: \$680.30; Fines: \$538.60; Lost and Damaged Books: \$96.84.

Grants: No Changes, total: \$6,317.45. Change in Gifts/Bequests: Donation total \$3,450.00; dispersal of funds for new library of \$57,949.00: balance of \$11,075.00.

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

Vote: 5-0.

Question to Higginson about copies of donations made. Higginson states she has copies will get them to O'Brien.

Director's Report:

Director's Report submitted and presented by: Higginson.

Employee schedule for March submitted as well.

Adult Book discussion and programming.

Building Committee met and discussed an updated list of estimates for the building project. Some items are in discussion as bid alternates due to budget.

Met with various people and committees to discuss new library.

Discussion and questions about problems arising during construction of new library, furniture, and shelving as well as moving current fixtures.

Looking to make brochures and/or do publicity for opening of library. Board requests Higginson look to area technical schools for printing.

Kycia will be out during the month of March on medical leave.

Discussion on possible funding cuts for libraries' interlibrary loan program and upcoming meeting scheduled for this.

Assistant Director's Report:

None submitted.

Briganti questioned Higginson that Davis is back to work but there's no Assistant Director's Report.

Higginson states that is correct.

Children's Librarian Report:

Children's Librarian report submitted by Rivero along with monthly calendar of events and pictures of various displays.

Various activities for the month and endeavors taken to organize part of the children's section.
Summer Reading planning as well as a large book order due to a generous donation.
Discussion on possible art display in new building with contributions from town schools.

Chairman's Report:

Strategic Plan looks good. Board states Bunnell put a lot of work into it as well as the grant writing. Needed new Strategic Plan for the Grant application, but it had also expired.
Looking to make simple, straightforward satisfaction survey for patrons/community members to include open ended/comment section. Higginson will have draft for next meeting.
Strategic Plan to be sent with Grant application to Ion Bank.

Old Business:

Discussion on Policy and Procedure Book, new positions, new employees/job descriptions.

New Business:

Local Girl Scouts looking to help with landscaping for new location.
Newtown Bank may connect library with landscape person then perhaps Girl Scouts can get and do what is wanted/needed.
Discussion on Gawitt's attendance and bylaws of the Library Board. Board sending letter to Gawitt to ask him of his intentions on being a Board Member. Bylaws state if 3 consecutive meetings are missed, you are no longer a member of the Board. In letter being sent, requesting Gawitt for his response before next scheduled meeting on March 21st.
Discussion for new recorder for Board Clerk. Higginson directed to purchase the one submitted by Board at approximately \$105.00.

Adjournment:

Time: 9:24 P.M.
Motion to adjourn: Briganti; Second: Keating.
Vote: 5-0.

Minutes subject to approval at next meeting.

Respectfully Submitted by:

K. Solicito

18 FEB 22 PM 1:29
TOWN OF OXFORD, CT
TOWN CLERK
Cheryl A. Clark