

Oxford Library Board of Directors
Regular Meeting
June 20, 2018

Roll Call:

Meeting called to order: 7:01 P.M.

In Attendance: Keating; Federowicz; Gawitt; Briganti.

Absent: O'Brien.

In attendance: Higginson.

Bunnell in at 7:13 p.m.

Acceptance of April's Meeting Minutes:

Review for acceptance of April's Meeting Minutes.

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

Abstain: Gawitt.

Vote: 3-0.

Audience of Citizens:

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

List of passes purchased for library patrons from Friends.

Holiday Fundraiser- none this year as to new building (crowd from tree lighting at Town Hall would attend) and time. Discussion on possible alternative/s for fundraising.

Bricks have been ordered and installation is scheduled to be in July

Craft room furniture has been ordered.

Treasurer's Report:

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

May Copier: \$40.55; Fines: \$34.55; Lost and Damaged Books: \$10.00; Total: \$85.10.

June Copier: \$104.00; Fines: \$49.85; Lost and Damaged Books: \$14.95; Total: \$168.80.

Totals: Copier: \$1,022.60; Fines: \$755.25; Lost and Damaged Books: \$128.78; Grand Total: \$1,907.08.

Grants: No Changes, total: \$6,317.45. Change in Gifts/Bequests: Donations: \$50.00; Total: \$11,125.00.

O'Brien asked Briganti to bring to Higginson's attention to not include donations in the totals and information for donation/s needs to be provided for and/or a copy of donation/s when paperwork is submitted to Treasurer.

Question to Higginson on copy of check for donation. She stated she thought she gave copy to O'Brien but that she would get a copy to her.

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

Vote: 5-0.

Director's Report:

Director's Report submitted and presented by: Higginson.

Submitted with report: Meeting Room Policy from another library with possible policy for Oxford and June's staff calendar.

Updates on new library include pictures as well.

Problem with the 4 computer tables and outlets needed for them has to do with the location, or lack thereof, of circuits needed for them.

Discussion on this.

Possibly get Town Electrician to get estimate for this instead of the current electricians, as they state it is a cost of \$1,200.00.

Discussion and questions on General Contractor and their responsibilities

Wireless Access will be approximately \$640 to install and include 3 access points.

Discussion on new phone system.

Invoice in for refinishing and installing the circulation desk shown to Board.

Higginson states that the Library Committee has said there is approximately \$5,000.00 for the moving of the library and that the Town would have to pay. She states she directed Mitchell to speak with the Town.

4 bids in for the moving of fixtures to new library. Lowest cost is \$14,514.00 from National Library Relocations.

Discussion on payment/s, scheduling, who's responsible in the move, etc.

Review of monies in Gifts and Bequests Account. Approximately \$2,800.00 left after majority dispersed to Town.

Offer from Oxford Cultural Arts to sponsor art work in a gallery at the new library tabled per Board until after Grand Opening.

Discussion on Newtown Bank's offer for donation for naming opportunity. Board not sure how to proceed. Higginson directed by Board to call contact person to let them know they are still interested and haven't had a chance to discuss it due to the recent tornado in town as well as call other libraries to see how they handle such endeavors. Question if there are guidelines on accepting commercial monies for donations.

Higginson and Bunnell will draft letter to be reviewed by Board to send to Newton Bank. Will specify funds requested, what Board will designate funds for, as well as questioning who will be responsible for the plaque.

Motion to pay invoice to J & H Home Renovations from Gifts and Bequests Account, the amount of \$3,200.00 for refinishing and installing the circulation desk for children's area in the new library:

Briganti; Second: Federowicz.

Vote: 5-0.

Assistant Director's Report:

None submitted.

Children's Librarian Report:

Children's Librarian report submitted by Rivero. Also submitted: activity calendars for July and August along with copy of Summer Reading packet for Grades K – 6.

Updates on Summer Reading include activities, promotions for, and securing school's reading lists to accompany program.

Inventory has been officially finished for the library. There is now an accurate count of materials and a uniform record of such.

As an alternative to the Capstone Project for Seniors in town, the Seniors were able to do a 60-hour internship at the library. 3 Seniors interned, had many projects and were extremely helpful and hardworking.

From a generous donation from a patron, all furnishings and supplies for the craft room have been ordered.

Board thanks Director and Children's Librarian for their reports.

Chairman's Report:

Discussion on Interlibrary Loan System and that there is a second system available. The more libraries that participate will help bring the costs down.

Federowicz met with Temple regarding Town Budget which was proposed as well as approved, regarding concerns of how it pertains to the Library's budget specifically.

Federowicz states that Temple communicated to him that the Town can not tell them how to spend monies allotted for Library personnel. This is up to the Library Board and the Director.

There is one lump sum and Board and Director appropriate these funds. As the budget pertains to Rivero and the line item stating her salary has been decreased, this can't happen-Union is involved as this is a Union position and Union needs to be questioned on this.

Discussion on new building include: staffing, hours, budget, and the running of new building.

According to Higginson, library will have Summer Hours which will be open 5 days a week, and School Year Hours where the Library will be open on Saturdays as well.

Discussion on staffing these hours.

Discussion on making a Meeting Room Policy. Board will review Policies submitted and discuss at next meeting.

Discussion on who can reserve and what Meeting Room can be used for.

Statement to patrons who express an interest at this time is to let them know the Board will discuss this about a month after Library opens.

Old Business:

Girl Scouts still looking to help in some capacity for/in new building.

New Business:

Discussion on making a Meeting Room Policy. Board will review Policies submitted and discuss at next meeting.

Discussion on who can reserve, what Meeting Room can be used for.

Statement to patrons who express an interest at this time is to let them know the Board will discuss this about a month after Library opens.

Gawitt is stepping down from position of Library Board member. Gawitt will submit letter of resignation to Selectmen.

Board may meet during Summer month/s.

Board members directed to look over policies submitted for meeting room to be discussed at next meeting.

Adjournment:

Time: 9:00 P.M.

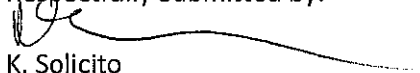
Motion to adjourn: Bunnell; Second: Federowicz.

Vote: 5-0.

Minutes subject to approval at next meeting.

18 JUN 21 PM 12:00
TOWN OF DARTMOUTH, CT
Thomas H. West
TOWN CLERK

Respectfully Submitted by:


K. Solicito