

**LIBRARY BOARD OF DIRECTORS
SPECIAL MEETING MINUTES
WEDNESDAY, NOVEMBER 16, 2022
6:00 PM**

The Library Board of Directors met on Wednesday, November 16, at 6:00 pm at the Oxford Public Library

ROLL CALL

Called to order: 6:19 pm

Keating, Federowicz, Goumas, and Sturm
Also in attendance: Costigan and Higginson

ACCEPTANCE OF OCTOBER MEETING MINUTES

Motion to accept October meeting minutes: Goumas; Second: Sturm
Vote: 4 - 0

TREASURER'S REPORT

Copies: \$61.15; Fines: \$8.90; Lost and Damaged: \$70.90; Total: \$140.95.
Grants, no change: \$6,368.85.
Gifts and Bequests: Donation of \$500.00 for Children's programs: Total: \$14,724.04.

Motion to accept Treasurer's Report: Federowicz; Second: Sturm
Vote: 4 - 0

DIRECTOR OF MUNICIPAL LIBRARY/MEDIA OPERATIONS REPORT
Presented by: Costigan

E-rate discount successfully secured by Costigan – will save 50% off fiber maintenance (\$2,100.00 annually). Special thanks to Christine Gauvreau for helping with this complicated process. Should be no future issues with this.
Discussion/questions on/about ARPA Funds as well as ALA COVID Grant.
Annual Report submitted to the state.
ARP Humanities Grants for Libraries Award is complete. Final report submitted October 28th with a virtual wrap up to share success stories on November 7th. Our staff worked very hard on facilitating this grant and she thanks all who were involved.
Friends of the Library in Oxford held Book/Bake sale – made over \$900.00. During the 3 day sale, the library had over 325 people come through the doors – it was very busy and the staff did an excellent job. Friends also set up their Holiday Fundraiser which will continue until December 16th.
Costigan attended the ARPA Funds Committee meeting on November 8th to request \$7,500 for large print books. They approved the request which will eventually go to the Selectmen for final approval.
Discussion on ARPA Funds.

Library staff continues to work on ALA COVID Library Relief Fund Grant. Most of the funds have been spent on our collection. Have started tracking the results of feedback for this grant. Completed and submitted an interim report November 8th with the final report being due on January 20th.

ADULT SERVICES LIBRARIAN'S REPORT

Presented by Higginson

Also presented: November & December Calendars

Connecticut Public Library Annual Report Fiscal Year 2022

Summary of programs held as well as patron participation numbers for said programs. Circulation statistics given for checkouts and total number of purchases for October.

Higginson attended six webinars from October 6 through November 2.

Costigan and Higginson submitted the finalized statistical report to the State Library.

CHILDREN'S LIBRARIAN'S REPORT

Submitted by Rivero

Summary of programs with program attendance statistics as well as a breakdown of circulation statistics. Baby Time program has been growing and Rivero is considering adding an all-ages story time to the lineup of programs offered.

Rivero has finished purchasing for the CLRF grant and all materials are about a week away from being cataloged and put on shelves. Has received great feedback about titles purchased, especially for the new teen fiction and early literacy choices.

Rivero will be shopping for patron requests once the CLRF books have been finished being cataloged.

The Community Engagement Program has requested to begin volunteering again and Rivero will figure out a schedule for them to do so.

Bookflix, Rivero believes, has been underutilized, so a flyer will be made to promote this and will be placed in the curbside pick up bags.

Keating inquired on library's process of acquiring new purchases for patrons. Discussion on this as well as advertising/publicity for the library and its offerings.

CHAIRMAN'S REPORT

Keating requested info for each Board member's term expiring date. Costigan states she believes no one's term is ending in December of 2022.

OLD BUSINESS

Costigan states she has a replacement for Regan, who resigned as of November 10, 2022.

Discussion on other possible resignations and filling these positions.

NEW BUSINESS

Discussion on 2023 meeting dates.

Motion to accept meeting dates, as follows, for the scheduled meetings of the Oxford Library Board of Directors for 2023: Goumas, Second: Federowicz.

Vote: 4 – 0

Scheduled meeting dates for Oxford Library Board of Directors for 2023:

January 11, 2023
February 15, 2023
March 15, 2023
April 19, 2023
May 17, 2023
June 21, 2023
July 19, 2023
August 16, 2023
September 20, 2023
October 18, 2023
November 15, 2023
December 20, 2023

Per Keating, Bunnell will finish Policy book.
Discussion on December's meeting.

ADJOURNMENT

Motion to adjourn: Federowicz; Second: Keating.
Vote: 4 – 0
7:09 pm

22 NOV 18 AM 10:35
TOWN OF OXFORD, CT
Christopher A. Clark
TOWN CLERK

ka
11/2022