

**LIBRARY BOARD OF DIRECTORS
REGULAR MEETING MINUTES
WEDNESDAY, NOVEMBER 15, 2023
6:15PM – OXFORD PUBLIC LIBRARY**

Call to Order

The meeting was called to order by Chairman Margaret Keating at 6:15pm.

Present: Chairman Margaret Keating, Secretary Lenore Sturm, Janet Berger, Rosemary Harner, Robbi Costigan, and Robyn Rivero

Absent: Treasurer Mark Goumas

Acceptance of Minutes

MOTION:

Rosemary Harner moved to accept the September 20, 2023 Regular Meeting Minutes, this was seconded by Janet Berger. 3 Ayes, Margaret Keating Abstained. Motion carries.

Amendments to the Agenda

None

Audience of Citizens

None

Treasurer's Report

Presented by Robbi Costigan.

October: Copies: \$89; Lost items: \$4; Total: \$93

One expense against gifts and bequests in the amount of \$1,000 for Hoopla. FOLIO donated \$3,762.50: \$1,000 was gifted for Hoopla, \$1,000 was gifted for children's programs, \$1,000 was gifted for adult programs, and \$762.50 was gifted to fix a kid's computer.

MOTION:

Janet Berger moved to accept the Treasurer's Report, this was seconded by Lenore Sturm. All Ayes. Motion carries.

Director of Municipal Library/Media Operations Report

Presented by Costigan.

Costigan received a compliment from a library patron at Oxford Pharmacy about our Large Print collection—people are taking note of its improvement. Costigan thanks Marilyn for her work in curating the collection.

The batteries in the panic buttons were replaced.

The BorrowIT CT report was submitted this month; it described the \$380 was spent on adult programs.

The final report for the Summer Enrichment Grant was submitted on October 25th.

Costigan thanks Robyn for her hard work on the report. The \$2,000 in grant money made a significant difference in the amount and type of programs able to be held. Costigan is planning to apply for the grant next summer as well. The Summer Enrichment Grant is from the Connecticut State Library, and the maximum amount able to be awarded is \$2,000.

Interviews for the Adult Department Librarian position were conducted on October 25th and 26th. There were five candidates. One candidate was well qualified for the position and Costigan is hopeful she will be hired at tonight's Board of Selectmen meeting.

The Annual Report was submitted on Oct 27th. Costigan thanks Robyn, Laurie and Cathie for helping get this done since we have not replaced the Adult Service Librarian yet.

FOLIO hosted an amazing and successful book and bake sale. They raised over \$1000.

The patio furniture was moved to the basement for the winter season.

The Boy Scouts Town ornament will be sold again this year at the library.

Children's Librarian's Report / Adult Department Report

Presented by Rivero.

September was a good month in terms of program attendance for the Children's Department. October was even better with an increase in the number of patrons who attended programs. The number of books acquired also improved, and circulation was consistently good across both months.

Rivero collaborated with UCONN's Early Childhood Development Lab to host a special Baby Time program for sensory exploration. It was very successful with both the infants and the parents.

Rivero also worked with the Great Oak Elementary School Librarian, Sarah Nizzardo, to coordinate classroom trips to the library. Every classroom in the school came to the library over the course of four days with 334 students attending in total. Rivero hopes to plan another one of these visits in the Spring.

Puzzles remain a very popular passive program among patrons of all ages, but particularly with adults.

Hadassa and Rabbi Hecht who hosted a Rosh Hashana story time at the library will return for a Hannukah story time in November.

There will be a Santa visit on December 12th.

Rivero has received the code to access Summer Reading material for 2024. The theme will be Read, Renew, Repeat and will focus on environmentalism.

Rivero has finished graduate school and thanks everyone for their support. There was a lovely surprise party organized by parents who regularly attend story time programs to celebrate. The Board is very proud of her achievements.

While there have been a few good programs for adults, adult programming continues to be extremely limited without an Adult Department Librarian.

Over September and October circulation for the Adult Department has been high, especially among Large Print materials.

Chairman's Report

None

Old Business

None

New Business

Presented by Keating.

Keating specified the proposed dates for LBOD meetings for 2024. The dates are the following: Special Meeting will be January 3rd to discuss the budget, Regular Meetings will be February 21st, March 20th, April 17th, May 15th, June 19th, July 17th, August 21st, September 18th, October 16th, November 20th, December 18th.

MOTION:

Rosemary Harner moved to accept the LBOD meeting dates for 2024, this was seconded by Janet Berger. All Ayes. Motion carries.

Discussion about which board members' seats retire at the end of this year.

Discussion about the necessity to continue developing the library's policy procedures after the successful reworking of the Collection Development Policy.

Adjournment

MOTION:

Rosemary Harner moved to adjourn the meeting at 7:24 PM. This was seconded by Janet Berger. All Ayes. Motion carries.

Respectfully submitted, subject to approval

Anna Biewald

Anna Biewald
Clerk

TOYON OF ORANGE, CA
CLERK
JANET BERGER

2023 NOV 20 P 1:39