

Oxford Library Board of Director's
Regular Meeting Minutes
November 16th, 2016

Roll Call:

Meeting called to order: 7:05 P.M.

In Attendance: Federowicz; Gawitt; O'Brien; Keating; and Joncyk's replacement: Nicole Bunnell.

Also in attendance: Higginson.

Acceptance of October's Meeting Minutes:

Review for acceptance of October Meeting Minutes.

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

Vote: 4-0. Abstain: Gawitt.

Executive Session:

Canceled at this time.

Audience of Citizens:

Laurie Abbot, President, Friends of the Library in Oxford

Abbot discussed Friends happenings and endeavors including: Holiday Fundraiser off and running, Brick Fundraiser possible March start date, Giving Tuesday, and discussion on drop box donation and how to transport it to our library.

Treasurer's Report:

Submitted and presented by: O'Brien.

Copier: \$90.50; Fines: \$58.00; Lost and Damaged Books: \$35.94. Total: \$184.45.

Donations to Gifts and Bequests Account: Total: \$430.00.

Hliva was not contacted for his numbers so Treasurer's report does not reflect these.

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

Vote: 5-0.

Selectmen Temple stepped into meeting at 7:24 p.m. – 7:26 p.m.

Stated that the night before, the Board of Finance approved a basement for the new library.

Also, directed the Board how to file for Executive Sessions going forward and stated that this wasn't the first time there had been an issue filing such an agenda from the Library Board.

Director's Report:

Director's Report submitted and presented by: Higginson.

Discussion on report submitted by Higginson of the 2015 – 2016 Connecticut Public Library Survey Statistics along with her monthly report

Various Adult Programs being held including music and book discussions.

Holiday Fundraiser details listed in report including pricing and key dates.

Building Project cost listing presented to the Board.

Discussion and questions on breakdown of cost(s) for new building and changes made for cost saving measures.

Cost of full basement \$248,500. This needs to be approved at Town Meeting.

Higginson and Passerine have been working with Assistant Director Davis on Quickbooks program to input bills and to streamline payments to stay on budget.

Changes made to make sure all bills and timesheets are submitted upstairs on Monday mornings to Finance staff.

Higginson attended New England Library Association conference as well as United Valley Libraries Director's meeting.

Staff meeting scheduled for November.

Assistant Director's Report:

Submitted by Davis. Presented by Higginson.

Davis will be submitting an Assistant Director's Report monthly going forward.

Davis has been working with Higginson and Passerine to learn the Quickbooks program to help implement changes for a more accurate book keeping schedule and process.

Davis reiterates for the Library Board to come by the library to visit staff.

Children's Librarian Report:

Children's Librarian report submitted by Rivero. Presented by Higginson.

Various programs including Halloween themed programs, Science programs, face painting, games, and a question and answer session from Market 32 relating to medicine, food allergies, and flu shots.

Junior Friends are also involved in the Book Sale by receiving the money from the children's books. They are possibly looking into hiring a special visitor or hosting a program with the funds raised.

Rivero attended Connecticut Library Association's Annual Children's Section Meeting which had some networking opportunities and seminars.

Rivero will be presenting a program the night of the town's tree lighting ceremony in the library.

Chairman's Report:

Board was requested to reschedule Executive Session as an only item Special Meeting on December 7th, 2016 at 6:30 P.M.

Discussion on said meeting.

Motion to schedule Special Meeting on Wednesday, December 7th, 2016, with an Executive Session as the only one specific item on the agenda. This meeting is to discuss a personnel matter regarding the Library Director.

Motion: O'Brien; Second: Keating.

Vote: 5 – 0.

Federowicz questioned Higginson if she had the data requested by the Board for the Hot spot she was purchasing for the library. She stated no. She also stated that they had not received it yet as there was an issue with their tax-exempt certificate getting to the dealer of the Hot Spot, Sprint.

Higginson was also questioned by the Board about new schedule which had been presented to them at last month's meeting by her. She stated she sent the letter to the Selectmen's office. She needs to set up a meeting with the Selectmen and staff to discuss said schedule.

Discussion with questions raised on the process to make changes to the schedule.

May minutes discussed pertaining to staff and Union and changes to schedule.

Federowicz stated the Board has been asking for these changes for years, to no avail.

Old Business:

New Business:

Subcommittee for Fundraising met and next meeting is scheduled for December 6th. Possible February meeting with area Scouts, businesses, etc., to recruit volunteers for Library and Friends.

Discussion on monies and possible/feasible usage for fundraising opportunities.

Board asked for an update on bathroom issue/s. No update yet.

Keating attended the ACL meeting and states there will likely be less funding for the library going forward from the state. Look to local, grants, etc., for funding.

Keating will present a list of the breakdown of responsibilities for staff at next meeting which she received at the ACL meeting.

Adjournment:

Time: 8:23 p.m.

Motion to adjourn: Federowicz; Second: Bunnell.

Vote: 5-0.

Minutes subject to approval at next meeting.

Respectfully Submitted by:

K. Solicito

16 NOV 17 PM 4:28
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK