

**Library Board of Director's
Meeting Minutes
June 19th, 2013**

Roll Call:

Meeting Called to order:

Time: 7 p.m.

Location: Oxford Public Library

In attendance: Federowicz; Gawitt; O'Brien; Brosious; Joncyk; Keating.

Also in attendance: Higginson.

Acceptance of May 15, 2013 minutes:

Motion: Federowicz; Second: Keating.

Vote: 5-0

Audience of Citizens:

None

Treasurer's report: (note copy read May, should read June)

Copier: \$41.00; Video: zero; Fines: \$131.50; Lost and Damaged books: \$5.00; for a total of \$177.50. Grants total should be \$6,933.73 (per Jim).

Motion to accept Treasurer's report: Joncyk; Second: Gawitt. Vote: 6-0

Director's Report:

Some highlights include:

Building Committee met on May 20, June 3, and 17 with architects Michael Tribe and Patricia Monteiro from Peter Gisolfi Associates. Committee received approval from the Board of Selectmen to do the additional in-depth survey (\$3,900) by Eric Swift from town engineers Nafis and Young on the building site. Work is ongoing this week and next and should be completed by July 5th. Results will be sent to Michael Tribe.

Kathleen O'Neill (Town grant writer) and Higginson will be working on the recently approved \$1 million library construction grant application for non-distressed municipalities from the State of CT. Due date is August 30, 2013.

The Connecticut Community Foundation awarded the Library \$750 in grant money for technology training program for older adults. Library will work with Oxford Senior Center to implement this grant.

New updated touch screen version of AWE Children's education game computer was ordered and received.

Some Oxford patrons are having problems with using other libraries' internet software (Library Metrics). After much investigation, Library discovered that our new keycards were incorrectly bar coded without a "check digit". The Oxford Public Library will receive corrected cards from vendor at no charge. Oxford patrons experiencing this problem at other libraries will be informed to ask for a guest card to use the internet until corrected card can be issued.

Projection screen is missing from storeroom. Perhaps it has been "recycled"? Library will purchase a new one from Quill for \$225. Federowicz requested this one be clearly marked: Property of the Oxford Library.

Children's Report:

Summer Reading programs will begin on June 20th. There will be three programs: Who-oo Loves Books? for infants; I Spy a Good Book for grades K-5, and Get a Clue for grades 6-12.

A complete calendar of Children's events for the months of June, July, and August were included. The Board was impressed and amazed with the variety and number of children's programs available at the Library. The Board appreciates the fine efforts of Marissa for all her work!

Building Committee:

Higginson presented some charts from the Building Committee

Included: Proposed Library design objectives.

Spatial diagram: what areas the Library current has and what the new Library will have for adult; staff; community services; children; and other areas.

Graphic tabulation of preliminary program requirements.

The architect will meet with the staff and Building Committee to discuss concerns and suggestions for the new Library.

The Board discussed two concerns about the new Library. With the recent events in the town of Newtown, discussion concerning measures of security at the new Library. Granted, the Library is a public building, but considerations for the public and staff should be considered. A letter will be written by the Board to the architect to include a panic button; security lighting; and cameras. Secondly, Board was concerned with the nearby placement of the play scape and the possible increase in traffic to the Library with use of the facilities.

Motion: Keating; Second: O'Brien. Vote: 6-0

Chairman's Report:

It is time for the Board to review the Policy and Procedure book. Federowicz and Keating will assign to each Board member pages to be reviewed. If the change is minor (typo), this will be done without Board approval. If the change is major or a new policy or procedure: must be talked and voted by the whole Board at the next meeting.

Permission was given to Dawn to have Anderson-Solicito work on the Policy and Procedure book updates.

Since there are numerous issues to be completed before the next regular Board meeting in September, the Library Board will have a special meeting on Tuesday, July 16th at 4pm.

Old business:

Joncyk expressed concerns about the non-working camera currently in the Library. Higginson will check on this situation and report back to the Board.

New business:

Advertising Library programs: With all the programs at the Library, Federowicz requested if the Library could use the sign area used by the Parks and Recreation Department located near the Town Hall.

O'Brien will also discuss with the First Selectman's secretary the possible use of a sandwich board located in front of Town Hall.

Higginson will also look into the possible purchase of software: Library Aware.

Review Draft of Long Range Plans for New Library:

Motion to Adjourn: Keating; Second: Federowicz. Vote: 6-0
Time: 9:10pm.

Respectfully Submitted by:

K. Anderson-Solicito

13 JUN 25 AM 10:24
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK