

**Library Board of Director's
Meeting Minutes
May 15th, 2013**

Roll Call:

Meeting called to order: 7:00 p.m.

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

Absent: Gawitt.

Also in attendance: Higginson.

Acceptance of Minutes:

Review for acceptance of April's Meeting Minutes.

Motion to accept April's Meeting Minutes: Federowicz; Second: Joncyk. Vote: 4-0.

Abstain: Brosiuos.

Audience of Citizens:

Treasurer's Report:

Submitted and Presented by: O'Brien.

Totals: Copier: \$117.50; Conscience/Fines: \$200.50; Lost/Damaged Books: \$6.00. Grants:

Addition of \$1207.00 for total of \$6788.73; Gifts/Bequests: \$58,860.36.

Motion to Accept Treasurer's Report: Federowicz; Second: Joncyk. Vote: 5-0.

Director's Report:

Submitted and presented by: Higginson.

Attendance by staff to CT Library Association Conference in April.

Staff meeting held to discuss upcoming events, summer reading, input for architect, ect.

Friends of The Library met and discussed concern on lack of communication between Library Board of Director's, Library Building Committee, and themselves, as well as handing out flyers on Oxford Day promoting new library.

Fall book sale scheduled for November 2nd.

Building Committee met with architect for review of signed contract for phase one of work, which includes two color renderings, one interior and one exterior, of planned library space. Also included is an electronic model on CD for presentational purposes.

A more in depth survey needs to be done which was not budgeted in contract.

Building Committee will meet first and third Monday's each month through August.

Building Committee accepted signboard of committee's progress for presentation at Oxford Day's.

Town grant writer received approval to apply for potential one million library construction grant for non-stressed municipalities from State of CT.

Application for this grant is due August 30th, with letter of intent to be submitted by June 3rd.
Needed for this application is signed and currently dated strategic/long range plan, technology plan, and building program.
Sponsorship grant money applied for in May and will apply again in September.
This grant will cover costs for technology training programs for older adults.
Higginson attending Book Expo end of May and withdrew request to attend Harvard course.
Received applications for 2 part-time substitutes to replace current substitutes and asking Board for motion to hire.
Higginson will look into cost of updating software for staff as well as patrons computers.

Children's Librarian Report:

Submitted by: Ciullo; presented by: Higginson.

Various children's activities and crafts held throughout May include: various arts and crafts, story times, Skype chat with author, a new Book Talk Club, sunflower growing contest, snacks, yoga, and knitting classes for kids and adults. The libraries fourth annual Potty Party was also held in the month of May for kids up to age 4 and received local press.

Chairman's Report:

Higginson's review has been completed.

Board may meet for Special meetings during summer due to new library's timeframe.

Want to get a general promotion campaign going for new library funds and support.

Old Business:

A copy of Policies and Procedures to be sent to all Board members for review and revisions, if necessary.

New Business:

Draft of long range plans to be reviewed next meeting.

Motion to accept hiring of 2 new part-time substitute library clerks, Melissa Friedman and Kathleen Anderson-Solicito, both of Oxford, to replace current substitutes who are no longer available.

Motion: Keating; Second: Joncyk. Vote: 5-0.

Adjournment:

Motion: Joncyk; Second: O'Brien. Vote: 5-0.

Time: 8:30 P.M.

Respectfully Submitted by:

K. Anderson-Solicito

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TOWN OF OXFORD, CT
TOWN CLERK
Stephanie A. West