

**Library Board of Director's
Meeting Minutes
June 18th, 2014**

Roll Call:

Meeting called to order: 7:06 p.m.

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

Also in attendance: Higginson.

Acceptance of Minutes:

Review for acceptance of April's Meeting Minutes:

Motion to Accept April's Meeting Minutes: Gawitt; Second: O'Brien. Vote: 4-0.

Abstain: Brosious.

Audience of Citizens:

Laurie Abbot,
Oxford, CT

Treasurer's Report:

Totals: Copier: \$66.45; Conscience/Fines: \$97.00; Lost/Damaged Books: \$61.99- Total of \$225.44. Grants: No Change; Gifts/Bequests: No Change. Total Gifts/Bequests: \$60790.36; Total Grants: \$7135.73.

No deposit done in May- per Higginson money stolen.

\$109.00 in donations given on 6/16 for deposit not reflected in submitted report.

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

Director's Report:

Submitted and presented by Higginson.

Adult book discussions held.

Possible new location for library at site of Haynes Grocery Plaza. Meet again on July 7th with Planning and Building Committee.

Friends met on May 8th and June 5th. Held a small book sale on May 29th and 30th.

Awarded prizes to the winners of the art contest sponsored by them.

Also provided refreshments for numerous programs held at library.

Higginson attended BookExpo and brought back many new books as well as ideas.

Social Security workshop held and a jazz music concert held within the last 2 months.

Library staff noticed monies missing from cash drawer. Higginson investigated and questioned staff. Police report was filed and new procedures implemented for handling any monies received for Friends as well as copies, fines, etc.

Looking into getting cash register from upstairs which is no longer in use; with Board's permission.

Police report submitted to the Board.

Quarterly report on library activities and budget balances submitted and reviewed.

Higginson asking for permission to hire another substitute for help during vacations, etc. as current two have children commitments.

Higginson states she may be having surgery come the fall- possibly out 6 to 8 weeks.

Possible interim substitute or assistant stepping in as Davis not comfortable filling in for that duration- would need to check with the union on this.

Children's Librarian Report:

Submitted by: Ciullo; presented by: Higginson.

Numerous children's programs offered including: book clubs, poetry cookbooks, Canine book buddies, story times, food activities, hand puppet show, and the Summer Reading Program kick off with a Freestyle Frisbee Interactive play shop.

Some prizes for Summer Reading Program include: local restaurant gift certificates, local activity center gift certificates, as well as movies tickets.

Ciullo has been visiting local schools and nursery schools to encourage reading and the Summer Reading Program.

Also, a Skype chat with author S.A. Bodeen with Great Oak Book Club members.

Children's summer activity calendars submitted.

Chairman's Report:

Camera in and ready for installation. Federowicz in possibly next week to do so on one of the library's late nights.

Total \$149.99 with \$12.84 shipping submitted for reimbursement.

Discussion on position and locations of cameras.

Old Business:

Redesign current location and space of library.

Look into colleges or tech schools for students looking for project(s) and give them specs of current space.

Lowe's offers grant monies for labor and supplies- look into this as well.

Strong monies can be used for this purpose.

New Business:

Reviewed again new procedures for money drawer and handling cash.

Money to be checked first thing and tallied half an hour before closing. Anything over \$20.00 to be put in safe.

Adjournment:

Motion: Federowicz; Second: Keating. Vote: 5-0.
Time: 8:26 P.M.

14 JUN 23 PM 2:52
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK

Respectfully Submitted by:

K. Anderson-Solicito