

**Library Board of Director's
Special Meeting Minutes
July 16th, 2013**

Roll Call:

Meeting Called to order:

Time: 4:09 p.m.

Location: Hearing Room, Oxford Town Hall

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

Also in attendance: Higginson.

Acceptance of June 19, 2013 minutes:

Motion: Joncyk; Second: O'Brien

Vote: 4-0

Audience of Citizens:

None

Treasurer's report:

Director's Report:

Some highlights include:

Comcast documentary with Higginson for new library publicity.

Long Range Plan distributed to attending board members.

Monthly adult book discussion to be held.

Building Committee met with architect Monteiro. Received and reviewed additional in-depth surveying. Everything looks feasible, and landscape and architecture will be developed for the next few meetings. Will meet again July 22, 2013.

In process of application for library construction grant. Grant submission due August 12, 2013 due to personnel vacation. Board need in place for this submission: signed and dated strategic/long range plan, technology plan, and building program.

Updated children's educational game received and installed.

Bibliomation upgrades and minor technology fixes done.

Stand alone projector screen ordered and received.

Higginson to attend Annual Leadership Institute at University of Hartford on August 9, 2013.

Children's Report:

Various activities offered include: Summer Reading Program, Community Wide Scavenger Hunt, Baby Beach Party, book clubs, drama workshops, FBI agent visits, a llama visit, mother-daughter tea, local dentist visit, and Science Snoopers programs.

Chairman's Report:

Policies and Procedures distributed to each member for review. Each member responsible for changes to their assigned pages; ie: type o's, grammar changes. Any major changes to be brought up to entire board. Read and edited by August 1, 2013.

Clerk position for Library Board now under new line item; no longer contracted services.

Security at new library has not been decided.

Letter drafted to Building Committee discussing safety and security at new library as well as placement of restrooms in new library due to new play scape placement.

Paperwork needs to be submitted to Parks and Rec for permission to use sign in front of Center School for library use.

Old business:

New business:

Long Range Technology Plan submitted by Higginson.

Motion to accept Long Range Plan: Federowicz; Second: O'Brien.

Vote: 4-0.

Review Draft of Long Range Plans for New Library:

Total pages submitted 68. For each member in attendance the following pages to be reviewed: Joncyk: 1-17; O'Brien: 18-35; Keating: 36-52; Federowicz: 53-68. Due by August 1, 2013.

Adjournment:

Motion to Adjourn: Keating; Second: Joncyk. Vote: 4-0

Time: 5:37p.m.

Respectfully Submitted by:

K. Anderson-Solicito

13 JUL 18 AM 10:17
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK