

Oxford Library Board of Director's
Regular Meeting Minutes
October 19th, 2016

Roll Call:

Meeting called to order: 7:04 P.M.

In Attendance: Federowicz; Briganti; O'Brien; Keating.

Also in attendance: Higginson.

Acceptance of September's Special Meeting Minutes:

Review for acceptance of September Special Meeting Minutes.

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

Vote: 3-0.

Audience of Citizens:

Laurie Abbot, President, Friends of the Library in Oxford

Nicole Bunnell, Oxford, CT

Abbot discussed Friends happenings and endeavors including: Roku for the library, Brick Fundraiser, Holiday Fundraiser, Junior Friends Fundraiser, the Friends sponsoring a program for the library in March or April of 2017, Portrait Sessions offered again, and Giving Tuesday.

Treasurer's Report:

Submitted and presented by: O'Brien.

Copier: \$53.50; Fines: \$20.00; Lost and Damaged Books: \$19.99. Total: \$93.49.

Hliva responded to Treasurer regarding questions presented to him pertaining to funds in waiting for new library. Since library will be built soon, does not want monies tied up. States Strong Estate monies to be used for construction bills for new library.

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

Vote: 4-0.

Director's Report:

Director's Report submitted and presented by: Higginson.

Building Committee met to review updates to bid as bid deadline was extended until October 21st at 2 p.m. Bid review meeting scheduled for October 27th at 6:30 p.m.

Various adult programs held.

Higginson attended some workshops and Director's Meeting.

Staff meeting to be held this month.

Copy of draft for changes in library staff coverage submitted, as well as an updated 2016-2017 expenditure budget up until October 13th, and also chart stating yearly circulation data.

Children's Librarian Report:

Children's Librarian report submitted by Rivero.

Various programs including yoga story time, fire department visits, and Baby Time.

Rivero met with staff at Quaker Farms and they are receptive and enthusiastic to collaborate with her for upcoming endeavors.

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

Next month, Rivero will work with the pharmacy of Market32 to host family health and wellness programs. Also, some special events for early dismissal days and scheduled school days off are in the works.

Rivero submitted some pictures of various programs held as well as November's calendar.

Chairman's Report:

Federowicz inquired about Higginson and Hliva meeting regarding transfers of funds. Higginson discussed what transpired. What happened is not acceptable and perhaps there should be a designated person to send/deliver the bills upstairs. Also, Higginson now has the Town Hall Floater to help get library bills/records organized.

Higginson questioned by the Board if the Assistant Director has been given more responsibilities as directed at last month's meeting. Higginson states she may have her work with her for scheduling and may have her take it over at some point.

Higginson relayed message from staff to Board to stop by the library anytime to talk with them.

Discussion on the staffing schedule, as of now, that as much as possible, supervisor's schedules should not overlap, so there is coverage at all times.

Discussion regarding possibly opening Saturday's before new library is built. Higginson will schedule meeting with Temple to discuss this and Board wants a synopsis after the meeting as to what happened and what was decided, if anything.

Fundraiser ideas and discussions.

November 16th set as possible meeting for new committee to oversee fundraising for the new library.

Keating will email Board member's amount for contributions for Holiday Fundraiser and dinner meeting held in December. Possibly collect monies each month so it isn't such a big amount one time of the year.

Schedule for 2017 submitted by Library Board.

Meeting dates for Library Board of Directors are as follows and are specified as Regular Meetings:

January 11th, 2017

February 15th, 2017
March 15th, 2017
April 19th, 2017
May 17th, 2017
June 21st, 2017
July and August: None Scheduled
September 20th, 2017
October 18th, 2017
November 15th, 2017
December 20th, 2017

Old Business:

Keating reiterated the money drawer limit of \$30.00 due to the fact that the Holiday Fundraiser is off and running.

New Business:

Due to resignation of Joncyk, Board recommends Nicole Bunnell to fill this position, which is up this December, and to continue in this position come January. Bunnell would like to fill this position. Letter of recommendation written and Higginson will deliver to First Selectmen.

Adjournment:

Time: 9:03 P.M.
Motion to adjourn: Briganti; Second: Federowicz.
Vote: 4-0.

Minutes subject to approval at next meeting.

Respectfully Submitted by:

K. Solicito

16 OCT 24 PM 5:46
TOWN OF OXFORD, CT
Briganti
TOWN CLERK