

Oxford Library Board of Director's
Regular Meeting Minutes
February 15th, 2017

Roll Call:

Meeting called to order: 7:00 P.M.

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

Also in attendance: Higginson.

Acceptance of January's Meeting Minutes:

Review for acceptance of January's Meeting Minutes.

Motion to accept Minutes: Gawitt; Second: Briganti.

Vote: 6-0.

Audience of Citizens:

Laurie Abbot, President, Friends of the Library in Oxford

Abbot discussed Friends happenings and endeavors including: Brick Fundraiser, new design for FOLIO to be made by high school student, and asking Board to do a preview night at the new library with tickets to be sold. Board does not have an issue with this, but asked for her to check with Town Hall. Coloring contest will be coordinated with Oxford Bakery and artwork will be displayed there as well. FOLIO also needs to see how specific funds will be used for/in the children's department.

Treasurer's Report:

Submitted and presented by: O'Brien.

Copier: \$68.00; Fines: \$60.00; Lost and Damaged Books: \$30.00. Total: \$158.00.

Subtraction from Library Building Fund in the amount of \$10,200.00 for new building. As well as \$4845.18 from Library Construction Account. Both reflect zero balances.

Notes on report state that Higginson was not in when monies were being picked up for report, and not all monies being held at the library were collected for deposit. Also, requests have been submitted to close both the Special Activities/Library Building Fund and Library Construction Accounts which were being used for new library. Hliva also requested Strong Account be closed, but O'Brien has not been advised to reflect this on report.

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

Vote: 6-0.

Some questions and discussion regarding new cash register and reports pertaining to monies collected. These include: maximum money being kept at station, paperwork reflecting monies collected, which was to be submitted to O'Brien, Higginson stating it was possible the email may not have gotten sent to O'Brien, as O'Brien was not receiving it weekly as asked, issues getting cash register started, if daily reconciliation was being done, and who can do this in Higginson's absence.

Motion for Higginson to send weekly report each Friday to entire Board for monies collected: Keating;
Second: Bunnell. Vote: 6-0.

Library Director's Report:

Director's Report submitted by Higginson prior to meeting.
She states she will turn on her personal recorder at this point and does so.

Groundbreaking of new library site and FOLIO happenings submitted in report. Info pertaining to the Building meeting include: changes, special testing/materials needed, and date of Board Fundraising committee set.

Program for adults from Women's Hall of Fame held as well as a staff meeting held.

Applications reviewed by Pelton and Higginson for open part-time position and interviews were conducted and a gentleman was selected for this position. His resume was submitted to the Board with report.

Some questions and discussions on report submitted.

These include: are minutes taken at staff meetings, fundraising endeavors and what is needed for new library, Pelton and Higginson working on job description for part-time position, and question of if there was a report made last week for monies collected as was requested by the Board. Higginson states she sent it to O'Brien. O'Brien asked if it was an email because she did not receive any. Higginson proceeded to state that it was possible it may not have gotten sent. Board asked for a list to be submitted for items needed for new library. Pertaining the question of minutes taken at staff meeting, Higginson states that sometimes she types them, sometimes not; depends on what they go over. Comments on job descriptions previously submitted to Board by library staff for part-timer position include that there is no dress code per Town Hall as stated in job description, as well as violations to Union in regards to breaks during work day, and every staff member should take initiative in regards to their job and things which need to be attended to at the library.

Submitted along with report were various proposed schedules for library staff, a listing of problems to implement the rotating schedule/s, and statistics for other libraries and their staffing scheduling. Higginson will check upstairs with regards to Union info.

Assistant Library Director's Report:

Submitted by Davis prior to meeting.

Details on groundbreaking ceremony, info on new charging station for patrons, date of new adult book club discussion noted, and comment on meeting with two Board members informally, who dropped by the library.

Comments and discussion regarding Assistant's report include: Briganti stated being offended by report as it should be business, not personal; they are not here to be social. Also, feeling that report is condescending. Report should be clear, professional, and facts not feelings. Comment of being completely inappropriate for same comment to be on this report month after month as well as library business hours are not a time to socialize as staff should be working.

Children's Librarian's Report:

Children's Librarian report submitted by Rivero along with February and March's calendar, schedule for Summer Reading, and pictures of events held.

Some highlights include: new online registration for programming, story times, crafts, local dentist visit, science program, Book Club, and initial Summer Reading program details.

No comments/questions to Children's Report.

Chairman's Report:

Board appreciates receiving reports before monthly meeting.

Questions on new items for library and which line item funds will be issued from. These include the new hand dryers in bathrooms and storeroom lock. Board asked if Higginson knew about dryers, she states she possibly briefly discussed it with upstairs but the next thing she knew, there was a bill for over \$500 for them. Higginson has not received bill for lock. Line item for lock, Hardware and for dryers, maintenance.

Question to Higginson in regards of requiring names of patrons to be logged to use bathroom and if she checked with upstairs to do this. She stated no. Then she stated that she did mention to Joanne, but will check again.

Rack with tax info for patrons still not secured to wall as requested. Federowicz directed Higginson to move it as it is an accident waiting to happen.

Discussion and questions on schedules presented. Higginson states that duties of Director and reference librarian generally occur at night and she basically has 4 jobs.

Specific discussion to schedules presented to include when new library opens for either Assistant Director or Director to be scheduled for Saturdays as well as how to make rotating schedule work, as it has been over a year since Board has requested this. Looking to implement schedule change/s before new library opens as it would be a much smoother transition into new space and one less thing to deal with during the move. Direction from Pelton that she has no problem of Rivera working every Saturday and Higginson asked why not an only weekend staff and to not have the full-time employees on weekend as this is what they want and would work for the department.

Letter drafted by Board to be sent to First Selectmen's office pertaining to new schedule for library staff stating aspects of current Union contract/s need to be addressed prior to schedule change/s and stating during first months of the library's opening, that the Director or Assistant Director be scheduled during alternate hours.

Old Business:

New Business:

Discussion on handbook and questions by Bunnell regarding handbook as well as roles of the Board, if there is a yearly review for Library Director, and goals and objectives for this year. Possible alternates for Board and when was policy reviewed last and how often.

Discussion to schedule review of Handbook as new library is being built and will possibly need changes/revisions. Higginson will send email to all Board members to review before next Board meeting.

Higginson states she had an annual review during the 1st year Temple was in office and not since; approximately Spring of 2009/2010. Higginson was asked if she did reviews for the staff. She stated not on a regular basis; maybe every 2 years.

Motion for each November to be the annual review for Library Director by the Board, to be on November's agenda, and for Higginson to review staff this month also: Keating; Second: Briganti.
Vote: 6-0.

Higginson was asked if there is a strategic plan in place and she stated no; perhaps can use some from the 2006 one. She will send copy to the Board for review.

Library Board Co-chairs received and read letter from Selectman's Office dated January 19, 2017.

Adjournment:

Time: 9:21 p.m.

Motion to adjourn: Federowicz; Second: O'Brien.

Vote: 6-0.

Minutes subject to approval at next meeting.

Respectfully Submitted by:

K. Solicito

17 FEB 17 PM 2:23
TOWN OF OXFORD, CT
Margaret A. Whit
TOWN CLERK