

## Oxford Public Library

Regular Meeting

January 17, 2024

7:00 PM

(Board Minutes)

Present: *President* Kathy Hoeflein, *Vice President* Tony Rizzo, *Secretary* Julie Fracker, *Trustee* DuAnne Salswedel, *Treasurer* Lynn Royster, *Director* Bryan Cloutier, *Trustee* Barbara Kriigel, *Friends of the Library President*, Lyn Klages, *Director of Engagement Services*, Sandy Herp

Absent: None

01R.24.01 **Call to Order:** The President called the meeting to order at 7:01 p.m.

01R.24.02 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned, and Ms. Royster seconded to approve the agenda. *Motion carried.*

01R.24.03 **Approval of the Minutes:** Mr. Rizzo made a motion to approve the October minutes and Mr. Rizzo seconded. *Motion Carried*

### 01R.24.04 **Communications/Presentation**

1. Friends of the Library Report – Lyn Klages, President
  - a. Friends annual meeting will be held on February 5.
  - b. Basket auction will happen Feb. 15 and run for two weeks.
  - c. Book sale in April
2. Welcome Introduction – Director of Engagement Services, Sandy Herp

01R.24.05 **Approval of the Financial Reports:** Monthly financial reports for year-end 2023 were mailed for review prior to the meeting. Director gave an overview of each report and reconciliation. Ms. Royster motioned to accept financial reports and Ms. Fracker seconded. *Motion carried.*

1. Budget v. Actual
2. OB Checking
3. OB Operating
4. OB Payroll
5. Oakland Savings
6. OPL Endowment Fund
7. Four County Community Foundation

### 01R.24.06 **Directors Report:**

1. Issues with Credit Card
  - a. Library Director is communicating with the credit card company to have a higher balance instated and resolve disputed charges. He is also exploring adding an additional line of credit.
2. State Aid Report
  - a. Library Director is finalizing the State Aid Report.
3. Smithsonian Exhibition
  - a. The programming has been very well received and statistical data is trending upward.
4. Staff Area Remodel Update
  - a. Drawings from the architect have been shared with Library Design Associates and preliminary drawings were submitted for review. Currently in a holding pattern.
5. Library Director Book Club
  - a. The Library Director will share four books on leadership that he is reading this year and will invite the community to join him.

01R.24.07 **Statistical Report:** The statistical reports for December were mailed for review prior to the meeting.

01R.24.08 **Expense Report:** The expense reports were sent to the Board for review prior to the meeting. Mr. Rizzo made a motion to pay the bills for the month of December in the amount of \$45,789.74. Ms. Fracker seconded. *Motion carried.*

- 01R.24.09      **Reports of Committees:**  
                    None
- 01R.24.10      **Unfinished Business:**  
                    1. None
- 01R.24.11      **New Business**  
                    1. Replace 11 Public Workstations  
                        a. A proposal was presented to replace 11 public workstations. Ms. Salswedel made a motion to replace them for a cost of \$9,388.24. Mr. Rizzo seconded. *Motion carried.*  
                    2. Credit Card Discussion  
                    3. Endowment Fund Transfer Authorization  
                        a. Mr. Rizzo proposed moving \$44,000 from the OPL account to the Four County Community Foundation. Ms. Kriigel seconded. *Motion carried.*
- 01R.24.12      **Call to Audience**  
                    None
- 01R.24.13      **Library Board Requests / Comments**  
                    Mr. Rizzo requested an update on the generator. The Library Director said it will be close the end of May and early June before it is up and running.  
                    Mr. Rizzo asked for an update on the light that isn't working – the ballast need to be replaced and the Library Director said it is in the work.
- 01R.24.14      **Adjournment:** Ms. Royster motioned, and Ms. Salswedel seconded to adjourn the meeting at 8:19 p.m.  
*Motion carried.*