

Oxford Public Library

Regular Meeting

April 17, 2019

7:00 PM

(Board Minutes)

Present: *President* Kathy Hoeflein, *Vice President* Tony Rizzo, *Treasurer* Jean Davidson, *Trustee* Lynn Royster, *Trustee* DuAnne Cook, *Director* Bryan Cloutier

Absent: *Secretary* Julie Fracker (excused)

4R.19.1 **Call to Order:** The President called the meeting to order at 7:03 p.m.

4R.19.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Ms. Cook motioned and Ms. Davidson seconded to approve the agenda. *Motion carried.*

4R.19.3 **Approval of the Minutes:** The Minutes of the March meeting were mailed prior to the meeting. Mr. Rizzo motioned to approve minutes and Ms. Royster seconded. *Motion carried.*

4R.19.4 **Communications/Presentation:**
None

4R.19.5 **Approval of the Financial Reports:** Monthly financial reports were mailed for review prior to the meeting. Director gave an overview of each report and reconciliation. Mr. Rizzo motioned and Ms. Davidson seconded to accept the financial reports. *Motion carried.*

1. Budget v. Actual
2. OB Checking
3. OB Operating
4. OB Payroll
5. Oakland Savings
6. OPL Endowment Fund
7. OPL Endowment CD #1
8. OPL Endowment CD #2
9. Oberg Endowment Fund
10. Oberg Endowment CD #1
11. Oberg Endowment CD #2

4R.19.6 **Directors Report:**

1. Friends of the Library Donation
 - a. The Friends donated \$6,000 to the library: \$1,000 for Adult Services Programming; \$1,000 Teen Services Programming; \$2,000 Youth Services Programming \$500 for a Sunday New York Times subscription; and \$1,500 toward the local newspaper digitization project.
2. Digitization Project
 - a. The Clarke Historical Library can get started on the newspaper digitization project ahead of schedule.
3. FY2018 Audit
 - a. The FY2018 is underway and will be presented at the May 2019 meeting.
4. Bibliotheca Contract Changes
 - a. The library is moving away from hosting its own server and will move data to a Cloud version hosted by Bibliotheca.
5. Feasibility Study
 - a. Select library staff will meet with Seth Penchansky on April 18.
6. Endowment Funds
 - a. The Auditor determined that it was not necessary for the Library to establish a 501c3 Foundation as funds contributed to the Library are tax-deductible.

4R.19.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

- 4R.19.8 **Expense Report:** The Expense report for the month of March was sent to the Board prior to meeting for review. Ms. Davidson moved to approve the payment in the amount of \$33,672.72 and Ms. Royster seconded. *Motion carried.*
- 4R.19.9 **Reports of Committees:**
 None
- 4R.19.10 **Unfinished Business:**
 1. The Board discussed modifications to the bylaws recommended by the Library Director.
 2. Changed the Directors Evaluation Committee to the Personnel Committee
 3. Changed the meeting quorum to four Board members
 4. Made the order of business match how we have been running the meetings
 5. Removed no meeting in December
 Mr. Rizzo motioned to approve the changes to the bylaws and Ms. Davidson seconded. *Motion carried.*
- 4R.19.11 **New Business:**
 None
- 4R.19.12 **Call to Audience:** A call was made to the audience with no one in attendance.
- 4R.19.13 **Adjournment:** Ms. Cook motioned and Ms. Royster seconded to adjourn the meeting at 7:43 p.m. *Motion carried.*