

Oxford Public Library
Regular Meeting
April 21, 2021
7:00 PM
(Board Minutes)

Present: *President*, Kathy Hoeflein, *Vice President* Tony Rizzo, *Secretary* Julie Fracker, *Trustee* Lynn Royster,
Trustee DuAnne Cook, *Director* Bryan Cloutier

Absent: *Trustee* Barbara Kriigel (excused)

04R.21.1 **Call to Order:** The President called the meeting to order at 7:08 p.m.

04R.21.2 **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.*

04R.21.3 **Approval of the Minutes:** Mr. Rizzo motion to approve the minutes and Ms. Cook seconded. *Motion carried.*

04R.21.4 **Communications/Presentation:**

1. Building Expansion Project Budget
 - a. Daniels & Zermack and The Alan Group presented an updated budget, which is in line with past projections, however the millage rate will likely be less.

04R.21.5 **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. Ms. Fracker motioned to accept the financial reports and Mr. Rizzo seconded. *Motion carried.*

1. Budget v. Actual
2. OB Checking
3. OB Operating
4. OB Payroll
5. Oakland Savings
6. OPL Endowment Fund

04R.21.6 **Directors Report:**

1. Phone System Upgrades Required
 - a. New phone system required; switching to VOIP (Voice Over Internet Protocol)
2. Email Upgrades Complete
3. Book Drop Update
 - a. Footing placement is right over water main; going back to drawing board to update canopy

04R.21.7 **Statistical Report:** The Statistical report was emailed for review prior to the meeting.

04R.21.8 **Expense Report:** The expense report was sent to the Board for review prior to the meeting. Ms. Fracker made a motion to pay the bills the amount of \$34,884.51. Ms. Royster seconded. *Motion carried.*

04R.21.9 **Reports of Committees:** None

04R.21.10 **Unfinished Business:** None

04R.21.11 **New Business:**

1. VOIP Phone System & Contractual Services Quote. Ms. Fracker motioned to approve a new contract with MI Switch Communications to upgrade the phone system and service contract; Ms. Cook seconded. *Motion carried.*
2. Gaylord Archival Sedgwick Exhibit Cases Quote. Mr. Rizzo made a motion to approve purchase that is contingent on verifying the measurements of the cases. Ms. Cook seconded. *Motion carried.*

- 04R.21.12 **Call to Audience:** A question was made to the audience; Evelyn Archer Piotrowski was in attendance. Piotrowski asked for statistical analysis for 2020/1.
- 04R.21.13 **Adjournment:** Ms. Cook motioned and Mr. Rizzo seconded to adjourn the meeting at 8:58 p.m. *Motion carried.*