

Oxford Public Library

Regular Meeting

20 July 2022

Board Conference Room

7:00 PM

(Minutes)

Present: *President, Kathy Hoeflein; Vice President Tony Rizzo; Treasurer, Lynn Royster; Trustee, DuAnne Salswedel; Trustee Barbara Kriigel; Director Bryan Cloutier*

Absent: *Secretary Julie Fracker (excused)*

07R.22.1 **Call to Order:** The chair called the meeting to order at 7:01 PM.

07R.22.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Hearing none, *Ms. Kriigel moved, Mr. Rizzo seconded, to approve the agenda as presented.* Motion carried.

07R.22.3 **Approval of Minutes:**
1. Minutes_06_2022: The minutes were sent to the board ahead of the meeting for review. The chair asked if there were any changes to minutes. Hearing none, *Mr. Rizzo moved, Ms. Salswedel seconded, to approve the minutes as presented.* Motion carried.

07R.22.4 **Communications / Presentations:**
1. FY21 Audit Report—*Rana Emmons, CPA:* Ms. Emmons presented the FY21 Audit Report for consideration. The audit has been submitted to the State Treasury.

07R.22.5 **Approval of the Financial Reports:** The financial reports were sent to the board ahead of the meeting for review. The chair asked if there were any questions or concerns. Hearing none, *Mr. Rizzo moved, Ms. Royster seconded, to approve the financial reports as presented.* Motion carried.

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

07R.22.6 **Director's Report:** The Director's Report was sent to the board ahead of the meeting for review. Director brought the board up-to-date on mid-year budget adjustments, the yearly audit; HVAC updates; and staff who recently left the OPL team and the new staff who filled those vacancies. *No motion was made as none was needed.*

07R.22.7 **Statistical Reports:** The Statistical Reports were sent to the board ahead of the meeting for review. Director pointed out that program attendance continues to increase while circulation and community room usage remains steady. *No motion was made as none was needed.*

- 07R.22.8 **Expense Report:** The Expense Report was sent to the board ahead of the meeting for review. Director asked if there were any questions or concerns. Hearing none, *Mr. Rizzo moved, Ms. Kriigel seconded, to approve the expenses in the amount of \$52,083.78.* motion carried.
- 07R.22.9 **Reports of Committees:**
1. None
- 07R.22.10 **Unfinished Business:**
1. None
- 07R.22.11 **New Business:**
1. FY21 Audit Report: The chair and director asked if there were any additional questions or concerns regarding the yearly audit report. Hearing none, *Ms. Salswedel moved Mr. Rizzo seconded, to approve, receive and file the FY21 Audit Report as presented.* Motion carried.
2. FY22 Mid-Year Budget Adjustment: Director presented a mid-year budget adjustment for consideration and approval. There was a need to provision a transfer from fund balance in the amount of \$320,042 to cover the costs of replacing the HVAC infrastructure and strategic planning. Total adjustments in the amount of \$390,034 were made accordingly. *Ms. Salswedel moved, Ms. Kriigel seconded, to approve the mid-year budget adjustments as presented.* Motion carried.
- 07R.22.12 **Call to Audience:** None
- 07R.22.13 **Library Board Requests / Comments:** There were no requests or comments.
- 07R.22.14 **Adjournment:** *Mr. Rizzo moved, Ms. Royster seconded, to adjourn the meeting.* Motion carried. The meeting adjourned at 7:54 PM.