

## Oxford Public Library

Regular Meeting

February 21, 2018

7:00 PM

(Board Minutes)

Present: *President, Kathy Hoeflein, Vice President, Tony Rizzo, Secretary, Julie Fracker, Treasurer, Jean Davidson, Trustee, DuAnne Cook, Director, Bryan Cloutier*

Absent: *Lynn Royster, Trustee (Excused)*

2R.18.1 **Call to Order:** The President called the meeting to order at 7:04 p.m.

2R.18.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Davidson motioned and Mr. Rizzo seconded to approve the agenda. *Motion carried.*

2R.18.3 **Approval of the Minutes:** The Minutes of the January meeting were mailed prior to the meeting. Ms. Fracker motioned to approve minutes and Ms. Davidson seconded. *Motion carried.*

2R.18.4 **Communications/Presentation:**

1. None.

2R.18.5 **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. OSB Checking reconciliation
3. OSB Saving reconciliation
4. Oakland County Reconciliation
5. Chase Bank Reconciliation.
6. OPL Endowment Fund
7. Oberg Endowment Fund
8. OPL Endowment CD #1
9. OPL Endowment CD #2
10. Oberg Endowment CD #1
11. Oberg Endowment CD #2

2R.18.6 **Directors Report:**

1. Library/Schools Agreement
  - a. Director received signed agreement between OPL and OCS. We added two more sites to the contract per the request of the school. The library is now creating patron/site profiles and once this process is complete, library staff will meet with OCS administration and librarians to begin program launch.
2. Internet/Server Connectivity Issues
  - a. Microtech Systems installed a patch to fix a connectivity issue and we will upgrade our Charter Communications bandwidth from 70x5 to 300x20. There will be a monthly increase of \$170.
3. Friends of the Library 2018 Funding Commitment Reaches \$8,000
  - a. The Friends has committed to a funding pledge of \$8,000 for year 18. They have advanced \$6,916 of those funds to cover \$4,000 toward programming, \$1,944 to underwrite retrofitting the bump out study areas in the Adult Room and \$972 to underwrite the cost of the endcap in the Early Childhood manipulatives that are part of the renovation project in the Youth Services Department.

2R.18.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

2R.18.8 **Expense Report:** The Expense report was incomplete in January. Board was presented December and January expenses at this meeting. First, the Board reviewed the December expenses, and Ms. Davison moved to approve the

payment in the amount of \$40,885.29 and Mr. Rizzo seconded. For the January expense report, Ms. Fracker made a motion to approve payment in the amount of \$89,878.68 and Ms. Cook seconded. *Motions carried.*

2R.18.9 **Reports of Committees:**

1. None

2R.18.10 **Unfinished Business:**

1. None

2R.18.11 **New Business:**

1. Proposal from Microtech Systems for new desktop computers for staff, wireless desktop monitors for new department desks and new monitors. Ms. Davidson made a motion to accept proposal for the amount of \$30,987. Mr. Rizzo seconded. *Motion carried.*
2. Proposal from Sound Planning Communications to install and upgrade the library's conference rooms AV system. Mr. Rizzo made the motion to agree to purchase the system for \$52,915.62. Ms. Davidson seconded. *Motion carried.*
3. Change account #540.00 Name from "Grants" to "Grants & Donations." This will allow the library to use donated funds more easily. Ms. Davidson motioned to change the name, Mr. Rizzo seconded. *Motion carried.*

2R.18.12 **Call to Audience:** A call was made to the audience with no one in attendance.

2R.18.13 **Adjournment:** Ms. Cook motioned and Ms. Davidson seconded to adjourn the meeting at 8:29 p.m. *Motion carried.*