

Oxford Public Library

Regular Meeting

October 18, 2023

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, Friends of the Library President, Lyn Klages

Absent: *Trustee* Barbara Kriigel (Excused)

10R.23.1 **Call to Order:** The President called the meeting to order at 7:02 p.m.

10R.23.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned, and Ms. Salswedel seconded to approve the agenda. *Motion carried.*

10R.23.3 **Approval of the Minutes:** Ms. Fracker made a motion to approve the September minutes and Ms. Royster seconded. *Motion Carried*

10R.23.4 **Communications/Presentation**

1. Friends of the Library Report – Lyn Klages, President

10R.23.5 **Approval of the Financial Reports:** Monthly financial reports for September 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 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
7. Four County Community Foundation

10R.23.6 **Directors Report:**

1. Lawn and Snow
 - a. Bids have been reviewed and the contract signed with Hi-Hill.
2. Off Desk Work Areas Renovations
 - a. Director working with architect and Library Design Associates to rework the layout of the off-desk staff areas.
3. New Website/Event and Room Registration Module
 - a. Staff training for the new website has begun. It is on target for a November 7 launch date.
4. Director of Engagement Services
 - a. New position will be posted on Oct. 30, 2023, with a closing date of November 19, 2023. The hope is to have a new candidate in place by January 2, 2023.
5. New Newsletter Layout and Design
 - a. Staff working with the marketing firm to redesign the newsletter with a new look and feel that is in line with the new website. New look will launch in November.

10R.23.7 **Statistical Report:** The statistical reports for September were mailed for review prior to the meeting.

10R.23.8 **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 September in the amount of \$36,470.60. Ms. Fracker seconded. *Motion carried.*

10R.23.9 **Reports of Committees:**

1. None

10R.23.10 **Unfinished Business:**

1. None

10R.23.11

New Business

1. Management Team Computer Replacement
 - a. Director brought forth a plan to update the computers for the management team. Mr. Rizzo made a motion to purchase new computers at a cost of \$18,079.94. Ms. Royster seconded. *Motion carried.*
2. New Community Room Blinds
 - a. Ms. Salswedel to purchase the new blinds for the community room in the amount of \$8,420.00. Ms. Fracker seconded. *Motion carried.*

10R.23.12

Call to Audience

None

10R.23.13

Library Board Requests / Comments

10R.23.14

Adjournment: Ms. Fracker motioned, and Mr. Rizzo seconded to adjourn the meeting at 8:38 p.m.
Motion carried.