

Oxford Public Library

Regular Meeting

August 15, 2018

7:00 PM

(Board Minutes)

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

Absent: None

8R.18.1 **Call to Order:** The President called the meeting to order at 7:09 p.m.

8R.18.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned and Ms. Davidson seconded to approve the agenda. *Motion carried.*

8R.18.3 **Approval of the Minutes:** The Minutes of the July meeting were mailed prior to the meeting. Ms. Fracker motioned to approve minutes and Mr. Rizzo seconded. *Motion carried.*

8R.18.4 **Communications/Presentation:**

1. FY2019 Budget Hearing; Mr. Rizzo made a motion to open the budget hearing at 7:10 p.m., and Ms. Davidson seconded. Motion carried.
 - a. Director clearly explained all budget line items in detail, including income, wages and fringe benefits, and operational expenses. The Director reported a balanced budget, which included pay scale adjustments, an increase in collection development, programming, and print and electronic media. Ms. Davidson made a motion to close the public hearing; Ms. Royster seconded. Motion carried. Meeting closed at 7:32 p.m.

8R.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. Ms. Davidson motioned and Mr. Rizzo 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

8R.18.6 **Directors Report:**

1. FY2019 Budget Hearing
 - a. Director provided a detailed update of the budget.
2. Paychex
 - a. Library Director met with Paychex HR Services to evaluate if their services would be of valuable to the library. The Board chose not to move on the proposal at this time.

8R.18.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

8R.18.8 **Expense Report:** The Expense report for the month of July was sent to the Board prior to meeting for review. Mr. Rizzo moved to approve the payment in the amount of \$33,715.70 and Ms. Cook seconded. *Motions carried.*

8R.18.9 **Reports of Committees:**

1. None

8R.18.10

Unfinished Business:

1. None

8R.18.11

New Business:

1. FY2019 Budget. The Board approved the 2019 budget for the amount \$1,239,526.00. The Board authorizes the Township to set the 2018 tax rate at 1.3483 mils. Ms. Davidson made the motion to approve; Mr. Rizzo seconded. *Motion carried.*
2. Replacement of Director's Laptop: The Director's laptop can no longer sustain the level of technology that is currently available in the building. The laptop is also nine years old. Mr. Rizzo made a motion to approve the purchase of a new laptop for \$1,544.00. Ms. Fracker seconded. *Motion carried.*
3. HR Proposal with Paychex: Proposals for outsourcing HR were e-mailed to the Board prior to the meeting. Upon reviewing the proposals, Ms. Cook made a motion to not adopt the services, and Mr. Rizzo seconded. *Motion carried.*

8R.18.12

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

8R.18.13

Adjournment: Ms. Cook motioned and Ms. Davidson seconded to adjourn the meeting at 8:15 p.m. *Motion carried.*