

Oxford Public Library

Regular Meeting
September 20, 2023
7:00 PM
(Board Minutes)

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

Absent: None

09R.23.1 **Call to Order:** The President called the meeting to order at 7:01 p.m.

09R.23.2 **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.*

09R.23.3 **Approval of the Minutes:** Mr. Rizzo made a motion to approve the August minutes and Ms. Royster seconded. *Motion Carried*

09R.23.4 **Communications/Presentation**
1. None

09R.23.5 **Approval of the Financial Reports:** Monthly financial reports for August were mailed for review prior to the meeting. Director gave an overview of each report and reconciliation. Ms. Fracker motioned to accept financial reports and Ms. Salswedel seconded. *Motion carried.*

1. Budget v. Actual
2. OB Checkin8
3. OB Operating
4. OB Payroll
5. Oakland Savings
6. OPL Endowment Fund
7. Four County Community Foundation

09R.23.6 **Directors Report:**

1. Smithsonian Exhibition
 - a. Team is finishing up programming to finish insert for newsletter and finalizing funding.
2. Lawn and Snow
 - a. Soliciting bids for snow and lawn service for the coming season.
3. EV Charging
 - a. Director is meeting with EV charging contractors to explore a future possibility of placing an EV charging station on our property.
4. Worker's Compensation Claim
 - a. An employee was injured on site and we have filed a claim with our workers' compensation carrier. She has not required time off from work.
5. Blinds in the Community Rooms
 - a. Getting a quote from Clear Fortress Blinds to replace the blinds in the community rooms.
6. Anonymous Foundation Donation
 - a. We received a \$5,000 donation from the Alena Foundation. This is the same foundation that sponsored previous anonymous donations specified for Youth Services. Planning to use the funds to install a permanent year-round storywalk that will connect the Library property with Powell Lake Park.
7. Off Desk Work Areas Renovations
 - a. Library Design Associates will be working on plans for the off-desk staff areas that connect the board room, youth services, and adult services.

09R.23.7 **Statistical Report:** The statistical reports for August were mailed for review prior to the meeting.

09R.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 August in the amount of \$58,827.23. Ms. Fracker seconded. *Motion carried.*

- 09R.23.9 **Reports of Committees:**
 None
- 09R.23.10 **Unfinished Business:**
 1. None
- 09R.23.11 **New Business**
 1. Quote to Replace Circulation Lobby Windows
 a. Rochester Hills Contract Glazing have proposed an estimate to replace the cracked and leaking windows in the circulation lobby. Mr. Rizzo made a motion to accept Rochester Hills Contract Glazing's Proposal for \$31,480. Ms. Fracker seconded. *Motion carried.*
- 09R.23.12 **Call to Audience**
- 09R.23.13 **Library Board Requests / Comments**
 Ms. Royster came to last night's program about bees and highly recommended him for future programming.
- 09R.23.14 **Adjournment:** Ms. Fracker motioned, and Ms. Kriigel seconded to adjourn the meeting at 8:05 p.m.
Motion carried.