

Oxford Public Library

Regular Meeting

October 23, 2019

7:00 PM

(Board Minutes)

- Present: *President, Kathy Hoeflein, Vice President Tony Rizzo, Treasurer Jean Davidson, Secretary Julie Fracker, Trustee Lynn Royster, Trustee DuAnne Cook, Director Bryan Cloutier*
- Absent: None
- 10R.23.1 **Call to Order:** The President called the meeting to order at 7:00 p.m.
- 10R.23.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Ms. Davidson motioned and Mr. Rizzo seconded to approve the agenda. *Motion carried.*
- 10R.23.3 **Approval of the Minutes:** The Minutes of the September meeting were mailed prior to the meeting. Ms. Davidson motioned to approve minutes and Mr. Rizzo seconded. *Motion carried.*
- 10R.23.4 **Communications/Presentation:**
1. Seth Penchansky of the architectural firm presented results of a feasibility study.
- 10R.23.5 **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. Royster motioned and Ms. Davidson seconded to accept the financial reports. *Motion carried.*
1. Budget v. Actual
2. OB Checking
3. OB Operating
4. OB Payroll
5. Oakland Savings
6. OPL Endowment Fund
7. OPL Endowment CD #1
8. OPL Endowment CD #2
9. Oberg Endowment Fund
10. Oberg Endowment CD #1
11. Oberg Endowment CD #2
- 10R.23.6 **Directors Report:**
1. Building Renovation/Expansion Update
a. Director and members of Library Management Team met with Seth Penchansky and his colleague to review the statistical data related to the feasibility study to expand the facility. Several discussions followed as we move forward with the plan.
2. Four County Community Foundation/OPL Endowment Fund
a. Library Director and Board President met with the Four County Community Foundation to discuss the possibility of consolidating and moving our two endowment funds (in name only) over to the Foundation for their management.
3. Oxford Fire Department/Library Facility Scan
a. The fire department would like to conduct a facility scan of all interior rooms using drone technology. Director is still in conversation with Oxford and our legal team to ensure it is in compliance with the library privacy act.
- 10R.23.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.
- 10R.23.8 **Expense Report:** The Expense report for the month of September was sent to the Board prior to meeting for review. Ms. Davidson moved to approve the payment in the amount of \$36,108.65 and Mr. Rizzo seconded. *Motion carried.*
- 10R.23.9 **Reports of Committees:**
None

10R.23.10

Unfinished Business:

1. None.

10R.23.11

New Business:

1. Oxford Fire Department Facility Scan
 - a. Ms. Fracker made a motion that the company can film the public spaces of the library, but not the private off-desk spaces. *Motion carried.*
2. Four County Community Foundation/OPL Endowment
 - a. Discussion over transferring the funds in the endowment funds to the Four County Community Foundation to manage on our behalf, yielding a greater return and more flexibility with accessing the funds. Board would like to meet with the Four County Community Foundation in person and also meet with a second foundation before making a final decision.
3. Feasibility Study & Building Expansion Project
 - a. Ms. Fracker made a motion to accept the feasibility study as presented. Mr. Rizzo seconded. *Motion carried.*

10R.23.12

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

10R.23.13

Adjournment: Ms. Davidson motioned and Ms. Royster seconded to adjourn the meeting at 9:07 p.m. *Motion carried.*