

Oxford Public Library

Regular Meeting

November 28, 2018

7:00 PM

(Board Minutes)

- Present: *President, Kathy Hoeflein, Treasurer, Jean Davidson, Secretary, Julie Fracker, Trustee, DuAnne Cook, Trustee, Lynn Royster, Director, Bryan Cloutier, Architect Seth Penchansky*
- Absent: *Vice President, Tony Rizzo; DuAnne Cook, Trustee*
- 11R.18.1 **Call to Order:** The President called the meeting to order at 7:03 p.m.
- 11R.18.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Ms. Davidson motioned and Ms. Royster seconded to approve the agenda. *Motion carried.*
- 11R.18.3 **Approval of the Minutes:** The Minutes of the October meeting were mailed prior to the meeting. Ms. Royster motioned to approve minutes and Ms. Davidson seconded. *Motion carried.*
- 11R.18.4 **Communications/Presentation:**
 - a. Daniels and Zermack Architects – *Seth Penchansky, Principal*
- 11R.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 Ms. Fracker 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
- 11R.18.6 **Directors Report:**
 1. Payroll Account Update
 - a. New payroll account was established at Oxford Bank.
 2. Year-End Budget Adjustments
 - a. Director reviewing year-end forecasts and projecting routine adjustments.
 3. Forecasting Sunday Operational Hours
 - a. Director to review costs to determine if by September 2019 the library can open again on Sundays.
 4. Trustee Bylaws in Review in 2019
 - a. Bylaws have not been reviewed and amended since 2000. Director has compiled a manual for the board to review and consider.
- 11R.18.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.
- 11R.18.8 **Expense Report:** The Expense report for the month of October was sent to the Board prior to meeting for review. Ms. Davidson moved to approve the payment in the amount of \$37,642.16 and Ms. Royster seconded. *Motions carried.*
- 11R.18.9 **Reports of Committees:**
 1. None

- 11R.18.10 **Unfinished Business:**
 1. Building expansion and renovation proposal tabled until the next meeting. Ms. Davidson motioned to table the discussion until the full group was present. Ms. Fracker seconded
- 11R.18.11 **New Business:**
 1. None.
- 11R.18.12 **Call to Audience:** A call was made to the audience with no one in attendance.
- 11R.18.13 **Adjournment:** Ms. Davidson motioned and Ms. Royster seconded to adjourn the meeting at 8:45 p.m. *Motion carried.*