

Oxford Public Library
Regular Meeting
November 17, 2021
7:00 PM
(Board Minutes)

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

Absent: None

11R.21.1 **Call to Order:** The President called the meeting to order at 7:01 p.m.

11R.21.2 **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.*

11R.21.3 **Approval of the Minutes:** Mr. Rizzo motioned to approve the minutes and Ms. Cook seconded. *Motion carried.*

11R.21.4 **Communications/Presentation:**
1. None

11R.21.5 **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. Kriigel motioned to accept the September financial reports and Ms. Cook seconded. *Motion Carried.*

Ms. Fracker motioned to accept the financial reports for October 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

11R.21.6 **Directors Report:**

1. Strategic Planning
 - a. Director will request a strategic planning session with the board, staff, and community in the future.
2. HVAC Issues and Upgrades
 - a. Seth Penchansky has agreed to meet and develop a plan to replace and/or upgrade the HVAC infrastructure.
3. Endowment Fund Transfer
 - a. Director recommends transferring funds from the OB Endowment holding account to the Four County Community Foundation.
4. End of Year Budget Adjustments
 - a. Director will bring adjustments to the December meeting.

11R.21.7 **Statistical Report:** The Statistical report was emailed for review prior to the meeting.

11R.21.8 **Expense Report:** The expense report for September was sent to the Board for review prior to the meeting. Mr. Rizzo made a motion to pay the bills the amount of \$78,862.84. Ms. Kriigel seconded. *Motion carried.*

The expense report for October was sent to the Board for review prior to the meeting. Ms. Royster made a motion to pay the bills the amount of \$39,997.15. Mr. Rizzo seconded. *Motion carried.*

11R.21.9 **Reports of Committees:**
None

11R.21.10 **Unfinished Business:**
None

11R.21.11

New Business:

1. HVAC Upgrade Planning Discussion
2. Strategic Planning
3. Endowment Fund Transfer
 - a. Ms. Cook made a motion to transfer \$5,000 from the Endowment Fund at Oxford Bank to the Fund at Four County Community Foundation, Mr. Rizzo seconded. *Motion carried.*

11R.21.12

Call to Audience:

- a. A call was made to the audience and one member was in attendance.

11R.21.13

Adjournment: Mr. Rizzo motioned, and Ms. Cook seconded to adjourn the meeting at 7:38 p.m. *Motion carried.*