

Oxford Public Library

Regular Meeting

December 18, 2019

7:00 PM

(Board Minutes)

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

Absent: *Treasurer Jean Davidson*

12R.19.1 **Call to Order:** The President called the meeting to order at 7:07 p.m.

12R.19.2 **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.*

12R.19.3 **Approval of the Minutes:** The Minutes of the October meeting were mailed prior to the meeting. Ms. Royster motioned to approve minutes and Mr. Rizzo seconded. *Motion carried.*

12R.19.4 **Communications/Presentation:**

1. Seth Penchansky of the architectural firm presented final proposed design for the library renovation

12R.19.5 **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. Fracker motioned and Ms. Cook 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

12R.19.6 **Directors Report:**

1. Building Renovation/Expansion Update
 - a. Final proposed design for the library renovation and expansion presented by Seth Penchansky. Next steps would be to present 3D renderings at the next meeting and final budgets.
2. Endowment Funds
 - a. Library Director has invited Kathy Dickens, Executive Director of the Four County Community Foundation to attend the January Board Meeting. Board will
3. Year-End Budget Adjustment & 2020 Chart of Accounts Updates
 - a. Year-end budget adjustments presented to Board.
4. Update on Website/Ransomware Virus
 - a. Update from Mike regarding a virus that affected the systems. Because of systems put in place several years ago, documents were backed up to the cloud and have been

restored.

12R.19.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

12R.19.8 **Expense Report:** The Expense report for the month of November was sent to the Board prior to meeting for review. Ms. Fracker moved to approve the payment in the amount of \$33,127.22 and Ms. Royster seconded. *Motion carried.*

12R.19.9 **Reports of Committees:**

None

12R.19.10

Unfinished Business:

1. Operating agreement between FOL group and the library. Mr. Rizzo requested we table the discussion and Ms. Cook seconded. *Motion carried.*

12R.19.11

New Business:

1. Building expansion plans and budget. Ms. Cook requested we table the discussion and Mr. Rizzo seconded. *Motion carried.*
2. 2020 board meeting schedule. Mr. Rizzo made a motion to accept the schedule of board meetings as presented and Ms. Royster seconded. *Motion carried.*
3. 2019 FY end budget adjustments. Mr. Rizzo made a motion to accept the budget adjustments as presented and Ms. Cook seconded. *Motion carried.*

12R.19.12

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

12R.19.13

Adjournment: Mr. Rizzo motioned and Ms. Davidson seconded to adjourn the meeting at 8:45 p.m. *Motion carried.*