

Oxford Public Library

Regular Meeting

September 20, 2017

7:00 PM

(Board Minutes)

Present: *President, Kathy Hoeflein, Treasurer, Jean Davidson, Secretary, Julie Fracker, Trustee, Lynn Royster, Trustee, DuAnne Cook, Director, Bryan Cloutier*

Absent: *Vice President, Tony Rizzo (excused)*

09R.20.1 **Call to Order:** The President called the meeting to order at 7:00 p.m.

09R.20.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Ms. Royster motioned and Ms. Davidson seconded to approve the agenda. *Motioned carried.*

09R.20.3 **Approval of the Minutes:** The Minutes of the June meeting were mailed prior to the meeting. The Chair asked if there were any corrections to the minutes. Ms. Davidson motioned and Ms. Cook seconded to accept the minutes. *Motion carried.*

09R.20.4 **Communications/Presentation:**

1. None.

09R.20.5 **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. Davidson 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

09R.20.6 **Directors Report:**

1. Permanent Local History Exhibition Being Considered for Library
 - a. Director introduced an idea to explore the possibility to build a permanent display that would function as changeable media panels and cases to display artifacts. Currently in the exploratory stage and he will provide updates as available.
2. Ongoing Meetings with School Media Specialists
 - a. Director and Heads of Teen, Youth, Support Services continue to meet with Media Specialists at Oxford Community Schools. Continue to work out a plan for more collaboration between both organizations.
3. M-24 Task Force Collaboration
 - a. Director has been representing the Public Library on the M-24 task force for several months. When plans are in place, the Library will help to host town meetings and distribute plan information to the public.
4. Brandon Township Library Update
 - a. Brandon Township has now exited the shared library system and their patrons' cards have been deactivated. Library staff is working with Brandon patrons to explain the new agreement and issue new cards.

09R.20.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

09R.20.8 **Expense Report:** The Expense report was mailed for review prior to the meeting. Ms. Davidson motioned and Ms. Fracker seconded to approve the bills in the amount of \$44,914.63 *Motion carried.*

09R.20.9 **Reports of Committees:**

1. None

09R.20.10 **Unfinished Business:**

1. None

09R.20.11 **New Business:**

1. October Board Meeting Date Change
 - a. Motion made to change the date of the October board meeting from October 18 to October 25. Ms. Davidson made the motion and Ms. Royster seconded. *Motion carried.*

09R.20.12 **Call to Audience:** A call was made to the audience with no one in attendance.

09R.20.13 **Adjournment:** Ms. Fracker motioned and Ms. Davidson seconded to adjourn the meeting at 7:41pm. *Motion carried.*