

Oxford Public Library

Regular Meeting
September 19, 2018
7:00 PM
(Board Minutes)

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

Absent: *Treasurer, Jean Davidson*

9R.18.1 **Call to Order:** The President called the meeting to order at 7:06 p.m.

9R.18.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned and Ms. Fracker seconded to approve the agenda. *Motion carried.*

9R.18.3 **Approval of the Minutes:** The Minutes of the August meeting were mailed prior to the meeting. Mr. Rizzo motioned to approve minutes and Ms. Cook seconded. *Motion carried.*

9R.18.4 **Communications/Presentation:**
a. None

9R.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. Cook motioned and Mr. Rizzo 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

9R.18.6 **Directors Report:**

1. Endowment CDs
 - a. Director inquired about trying to get the endowment CDs locked into a new length that would allow them to mature at the same time. Per Oxford Bank, this was not an option and the two CDs were rolled into new two year terms.
2. Adult Services Desk
 - a. Granite is pulling apart and Library Design has been contacted and will monitor the issue and have it fixed at later date.
3. MelCat Reinstated
 - a. MelCat reinstated as of September 5. It will take several weeks for the database to synchronize with the state records.
4. DSLRT Meeting with EveryLibrary.org
 - a. Director met with DSLRT administration and EveryLibrary.org to see trends from a national perspective.
5. Building Expansion Plan and Strategic Plan 2020
 - a. Director met with library architect Seth Penchansky, Principal at Daniels and Zermack Architects. He will soon visit the library to see changes and begin discussions for a possible future expansion plan.

9R.18.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

- 9R.18.8 **Expense Report:** The Expense report for the month of July was sent to the Board prior to meeting for review. Ms. Cook moved to approve the payment in the amount of \$67,842.56 and Mr. Rizzo seconded. *Motions carried.*
- 9R.18.9 **Reports of Committees:**
 1. None
- 9R.18.10 **Unfinished Business:**
 1. None
- 9R.18.11 **New Business:**
 1. Building Expansion and Renovation: Director to meet with architect, Seth Penchansky, from Daniels and Zermack Architects of Ann Arbor, to discuss future expansion and renovation possibilities and to requests fee schedules for design, engineering and consulting services. *No motion made, as none was needed.*
- 9R.18.12 **Call to Audience:** A call was made to the audience with no one in attendance.
- 9R.18.13 **Adjournment:** Ms. Cook motioned and Ms. Fracker seconded to adjourn the meeting at 8:23 p.m. *Motion carried.*