

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

Present (via Zoom call): *President*, Kathy Hoeflein (Village of Oxford, Oxford Township, Oakland County, Michigan), *Vice President* Tony Rizzo (Oxford Township, Oakland County, Michigan), *Secretary* Julie Fracker (Oxford Township, Oakland County, Michigan), *Trustee* Lynn Royster (Village of Oxford, Oxford Township, Oakland County, Michigan), *Trustee* DuAnne Cook (Oxford Township, Oakland County, Michigan), *Trustee* Barbara Kriigel (Oxford Township, Oakland County, Michigan), *Director* Bryan Cloutier

Absent: None

02R.21.1                   **Call to Order:** The President called the meeting to order at 7:03 p.m.

02R.21.2                   **Approval of Agenda:** The chair asked if there were any changes to the agenda. Ms. Kriigel motioned and Ms. Royster seconded to approve the agenda. *Motion carried.*

02R.21.3                   **Approval of the Minutes:** Mr. Rizzo motion to approve the minutes and Ms. Fracker seconded. *Motion carried.*

02R.21.4                   **Communications/Presentation:**

1. Seth Penchansky of Daniels & Zermack presented options for the outdoor canopy/dropbox
2. Reviewed email correspondence from PFM Financial Advisors regarding bond proposal
3. Oxford Township / State of Michigan 2021 Elections Calendar

02R.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. Fracker motioned to accept the financial reports and Ms. Royster seconded. *Motion carried.*

1. Budget v. Actual
2. OB Checking
3. OB Operating
4. OB Payroll
5. Oakland Savings
6. OPL Endowment Fund

02R.21.6                   **Directors Report:**

1. Election and Bond Schedules
  - a. Discussion on timing for putting bond back on the ballot.
2. Email Upgrades
  - b. Upgrading Microsoft Cloud account to the email Exchange is ongoing.

02R.21.7                   **Statistical Report:** The Statistical report was emailed for review prior to the meeting.

02R.21.8                   **Expense Report:** The expense report was sent to the Board for review prior to the meeting. Ms. Cook made a motion to pay the bills the amount of \$74,842.65. Mr. Rizzo seconded. *Motion carried.*

02R.21.9                   **Reports of Committees:**

None

02R.21.10                  **Unfinished Business:**

None Ms. Kriigel seconded

02R.21.11                  **New Business:**

1. Outdoor Canopy/Dropbox Bid Acceptance: The Board selects the Alan Group to complete construction on the new outdoor canopy and dropbox for costs not to exceed \$35,000. Mr. Rizzo made a motion to accept the proposal, Ms. Fracker seconded. *Motion carried.*

2. Building Expansion Project: Mr. Rizzo made a motion to have the Alan Group update the bond construction cost estimate for a cost of \$5,000-10,000 (not to exceed \$10,000). Ms. Kriigel seconded. *Motion carried.*

02R.21.12 **Call to Audience:** A call was made to the audience with no one in attendance.

02R.21.13 **Adjournment:** Ms. Kriigel motioned and Mr. Rizzo seconded to adjourn the meeting at 8:49 p.m. *Motion carried.*