

Oxford Public Library

Regular Meeting

November 15, 2023

7:00 PM

(Board Minutes)

Present: *President* Kathy Hoeflein, *Vice President* Tony Rizzo, *Secretary* Julie Fracker, *Trustee* DuAnne Salswedel, *Treasurer* Lynn Royster, *Director* Bryan Cloutier, *Trustee* Barbara Kriigel, Friends of the Library President, Lyn Klages

Absent: None

11R.23.1 **Call to Order:** The President called the meeting to order at 7:05 p.m.

11R.23.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned, and Ms. Kriigel seconded to approve the agenda. *Motion carried.*

11R.23.3 **Approval of the Minutes:** Ms. Royster made a motion to approve the October minutes and Mr. Rizzo seconded. *Motion Carried*

11R.23.4 **Communications/Presentation**

1. Friends of the Library Report – Lyn Klages, President

11R.23.5 **Approval of the Financial Reports:** Monthly financial reports for October were mailed for review prior to the meeting. Director gave an overview of each report and reconciliation. Ms. Fracker motioned to accept financial reports and Ms. Salswedel seconded. *Motion carried.*

1. Budget v. Actual
2. OB Checking
3. OB Operating
4. OB Payroll
5. Oakland Savings
6. OPL Endowment Fund
7. Four County Community Foundation

11R.23.6 **Directors Report:**

1. Off Desk Work Area Renovations
 - a. Continue to meet with Library Design Associates and the architect to work on plans.
2. New Website/Event & Room Registration Module
 - a. New website was launched. Very positive response thus far.
3. Director of Engagement Services
 - a. Position has been posted and applications are coming in.
4. New Newsletter Layout and Design
 - a. Newly redesigned newsletter was released this week.
5. Township ARPA Agreement
 - a. Township has submitted a formal agreement for consideration before they will release the \$50,000 that was pledged toward the backup generator. Once complete, Director will present it to the board for authorization.
6. TLN Reciprocal Borrowing Agreement
 - a. TLN has updated its agreement among member libraries.

11R.23.7 **Statistical Report:** The statistical reports for October were mailed for review prior to the meeting.

11R.23.8 **Expense Report:** The expense reports were sent to the Board for review prior to the meeting. Mr. Rizzo made a motion to pay the bills for the month of October in the amount of \$47,571.15. Ms. Fracker seconded. *Motion carried.*

11R.23.9 **Reports of Committees:**

None

11R.23.10 **Unfinished Business:**

1. None

- 11R.23.11 **New Business**
1. TLN Reciprocal Borrowing Policy.
 - a. Ms. Fracker made a motion to adopt the policy as presented. Ms. Salswedel seconded. *Motion carried.*
 2. Township ARPA Funds Agreement Update
- 11R.23.12 **Call to Audience**
None
- 11R.23.13 **Library Board Requests / Comments**
Light that shines on center pole is not working (Mr. Rizzo)
- 11R.23.14 **Adjournment:** Mr. Rizzo motioned, and Ms. Kriigel seconded to adjourn the meeting at 8:02 p.m.
Motion carried.