

Oxford Public Library

Regular Meeting

October 25, 2017

6:58 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 (excused)*

10R.25.1 **Call to Order:** The President called the meeting to order at 6:58 p.m.

10R.25.2 **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.*

10R.25.3 **Approval of the Minutes:** The Minutes of the September meeting were mailed prior to the meeting. The Chair asked if there were any corrections to the minutes. Change was noted by Ms. Hoeflein. Ms. Royster motioned to accept amended minutes and Mr. Rizzo seconded. *Motion carried.*

10R.25.4 **Communications/Presentation:**

1. None.

10R.25.5 **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. Mr. Rizzo motioned and Ms. Fracker 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

10R.25.6 **Directors Report:**

1. Update from Director on the recent Michigan Library Association conference.

10R.25.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

10R.25.8 **Expense Report:** The Expense report was mailed for review prior to the meeting. Mr. Rizzo motioned and Ms. Royster seconded to approve the bills in the amount of \$28,947.67. *Motion carried.*

10R.25.9 **Reports of Committees:**

1. None

10R.25.10 **Unfinished Business:**

1. None

10R.25.11 **New Business:**

1. Board Room Exterior and Interior Repairs
 - a. Work has begun on the exterior repairs for a water leak in the Board Room. Evaluations continue for interior repairs. Mr. Rizzo made motion to authorize National Restoration Inc. to complete repair work, not exceed a total cost of \$17,900.00. Ms. Cook seconded. *Motion carried.*

2. Reference Desk Estimates

- a. Director sent estimates for updates to the library Adult Reference Desk and Children's Desk area, computer stations, workstations, display counter and more to the Board for approval. Mr. Rizzo made a motion to approve the \$116,137.00 cost as presented, Ms. Royster seconded. *Motion carried.*

10R.25.12 **Call to Audience:** A call was made to the audience with no one in attendance.

10R.25.13 **Adjournment:** Ms. Fracker motioned and Mr. Rizzo seconded to adjourn the meeting at 8:52pm. *Motion carried.*