

## Oxford Public Library

Regular Meeting

November 15, 2017

7:00 PM

(Board Minutes)

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

Absent: None

11R.15.1 **Call to Order:** The President called the meeting to order at 7:02 p.m.

11R.15.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Ms. Royster motioned and Mr. Rizzo seconded to approve the agenda. *Motion carried.*

11R.15.3 **Approval of the Minutes:** The Minutes of the October meeting were mailed prior to the meeting. Mr. Rizzo motioned to accept amended minutes and Ms. Davidson seconded. *Motion carried.*

11R.15.4 **Communications/Presentation:**

1. None.

11R.15.5 **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. Davidson 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

11R.15.6 **Directors Report:**

1. Board Room Construction Project
  - a. Interior damage to the room was isolated to a small area, but the exterior damage is more widespread. Proper water barriers were not installed during building construction in the outer walls and the roof did not contain a proper water barrier and rubber membrane. Because of this, water leaked down into the cavity of the block walls. All construction inside the room was completed by the meeting date. Monitoring of the other spaces will continue.
2. Adult and Youth Services Point of Service Renovation
  - a. Engineered drawings of the new desk and services areas of the adult and youth services are being developed. The project is moving forward as planned with a tentative install date of February 2018.
3. Oxford Schools Collaborative Resource Initiative
  - a. Progress continues in the partnership with Oxford Schools, with the next step being to consult an attorney to draft an agreement that outlines party responsibilities, obligations and liabilities of an interlibrary loan system.
4. Northeast Oakland Historical Society & Museum
  - a. Relationship between the library and the museum continues, with the Director assisting them with budgeting, care and storage of artifacts.
5. Service Agreement Under Review with Charter Communications
  - a. Service with Charter has been unstable, so the Director and IT consultant are reviewing connectivity options.

6. Community Room Technology Upgrades Under Development

- a. The library's IT consultant has been meeting with vendors to develop a plan to upgrade the technology infrastructure in the community room. A plan and budget request will be forthcoming.

11R.15.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

11R.15.8 **Expense Report:** The Expense report was mailed for review prior to the meeting. Mr. Rizzo motioned and Ms. Davidson seconded to approve the bills in the amount of \$34,749.55. *Motion carried.*

11R.15.9 **Reports of Committees:**

1. None

11R.15.10 **Unfinished Business:**

1. None

11R.15.11 **New Business:**

1. Oxford Public Library and Oxford Community Schools Agreement/Attorney Authorization
  - a. Director sought approval from the board to authorize the inquiry into the creation of a contract to implement and interlibrary loan system. Ms. Davidson motioned to proceed with the inquiry, Mr. Rizzo seconded. *Motion carried.*

11R.15.12 **Call to Audience:** A call was made to the audience with no one in attendance.

11R.15.13 **Adjournment:** Ms. Fracker motioned and Ms. Davidson seconded to adjourn the meeting at 7:55pm. *Motion carried.*