

## Oxford Public Library

Regular Meeting

December 19, 2018

7:00 PM

(Board Minutes)

- Present: *President, Kathy Hoeflein, Treasurer, Jean Davidson, Secretary, Julie Fracker, Trustee, DuAnne Cook, Trustee, Lynn Royster, Vice President, Tony Rizzo; DuAnne Cook, Trustee, Director, Bryan Cloutier*
- Absent: None
- 12R.18.1 **Call to Order:** The President called the meeting to order at 7:03 p.m.
- 12R.18.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Ms. Davidson motioned and Ms. Fracker seconded to approve the agenda. *Motion carried.*
- 12R.18.3 **Approval of the Minutes:** The Minutes of the November meeting were mailed prior to the meeting. Ms. Davidson motioned to approve minutes and Mr. Rizzo seconded. *Motion carried.*
- 12R.18.4 **Communications/Presentation:**  
None
- 12R.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
- 12R.18.6 **Directors Report:**
1. WPA Exhibition at Oxford Public Library
    - a. Barbara Benetti's murals depicting Old Oxford will be on display for a limited time at Oxford Public Library, in partnership with the Northeast Oakland Historical Society and Museum. The library will host a reception welcoming the family on Friday, Jan. 11, 2019 at 6pm.
  2. Before the Ballot
    - a. Director discussed the acquisition of a new book obtained by the library that discusses building political support before undertaking a funding proposal.
- 12R.18.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.
- 12R.18.8 **Expense Report:** The Expense report for the month of November was sent to the Board prior to meeting for review. Ms. Davidson moved to approve the payment in the amount of \$13,170.84 and Ms. Royster seconded. *Motions carried.*
- 12R.18.9 **Reports of Committees:**
1. None

12R.18.10

**Unfinished Business:**

1. Building Expansion and Renovation Proposal for Architectural Services. Board reviewed proposal and agreed to Daniels and Zermack Architects begin a feasibility study for the expansion not to exceed \$26,300. Ms. Davidson made a motion to accept the proposal and Mr. Rizzo seconded. *Motion carried.*

12R.18.11

**New Business:**

1. 2018 FY End Budget Adjustment
  - a. The board approved a year-end adjustment to the budget and approved the budget in the amount of \$1,357,278.00. Mr. Rizzo made a motion, Ms. Davidson seconded. *Motion carried.*
2. 2019 Schedule of Board MeetingMs. Cook made a motion to accept the meetings as presented, Ms. Fracker seconded. *Motion carried.*

12R.18.12

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

12R.18.13

**Adjournment:** Ms. Rizzo motioned and Ms. Cook seconded to adjourn the meeting at 7:53p.m. *Motion carried.*