

## Oxford Public Library

Regular Meeting

March 21, 2018

7:00 PM

(Board Minutes)

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

Absent: *President, Kathy Hoeflein*

3R.21.1 **Call to Order:** The President called the meeting to order at 7:01 p.m.

3R.21.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Ms. Royster motioned and Ms. Davidson seconded to approve the agenda. *Motion carried.*

3R.21.3 **Approval of the Minutes:** The Minutes of the January meeting were mailed prior to the meeting. Ms. Davidson motioned to approve minutes and Ms. Fracker seconded. *Motion carried.*

3R.21.4 **Communications/Presentation:**

1. None.

3R.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 and Ms. Royster 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

3R.21.6 **Directors Report:**

1. Library/Schools Agreement Update
  - a. OPL staff met with OCS media specialists to discuss the logistics of the interlibrary loan program. Both groups are excited to implement the program.
2. Construction/Renovation Update
  - a. Desks have arrived and Library Design Associates has been installing them this week.
  - b. Community rooms A & B will be out of service on Friday, March 16, to allow K&S ventures to complete electrical work necessary for technology upgrades. They will also be out of service March 28, 29 and 30 to allow Sound Planning to complete technology upgrades.
  - c. New staff computers have been ordered for all public service desks and off-desk areas. They will be installed as they become available. Re-cabling of the staff network also needs to be done and will be done after hours.
3. Additional Pages Join the OPL Team
  - a. Treavor Wallace and Eric Gerke have joined the OPL team as pages.

3R.21.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

3R.21.8 **Expense Report:** The Expense report for the month of February was sent to the Board prior to meeting for review. Ms. Davison moved to approve the payment in the amount of \$71,207.53 and Ms. Fracker seconded. *Motions carried.*

3R.21.9        **Reports of Committees:**

1. None

3R.21.10      **Unfinished Business:**

1. None

3R.21.11      **New Business:**

1. Authorization to upgrade network cabling was sent via email to the Board prior to the meeting. Mr. Rizzo made a motion to approve costs of \$7,553.07 for the upgrade. Ms. Davidson seconded. *Motion carried.*

3R.21.12      **Call to Audience:** A call was made to the audience with no one in attendance.

3R.21.13      **Adjournment:** Ms. Davidson motioned and Mr. Rizzo seconded to adjourn the meeting at 7:27 p.m. *Motion carried.*