

Oxford Public Library

Regular Meeting

April 18, 2018

7:00 PM

(Board Minutes)

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

Absent: *Treasurer, Jean Davidson*

4R.18.1 **Call to Order:** The President called the meeting to order at 7:01 p.m.

4R.18.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned and Ms. Royster seconded to approve the agenda. *Motion carried.*

4R.18.3 **Approval of the Minutes:** The Minutes of the March meeting were mailed prior to the meeting. Director asked to change the date of the March minutes from 21 to 18. Ms. Cook motioned to approve minutes and Mr. Rizzo seconded. *Motion carried.*

4R.18.4 **Communications/Presentation:**

1. Notice of Elections from Precinct 6: On March 14, 2018 the Charter Township of Oxford Board of Trustees voted to relocate Precinct 6, which was previously the Oxford Public Library, to the new Community Room at Seymour Lake Park where Oxford Township Parks and Recreation Offices are now located.

4R.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. 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

4R.18.6 **Directors Report:**

1. 4th Grade Battle of Books
 - a. This year there were 19 teams represented. The winner was the Bookworms from Lakeville.
2. Sewer Backup
 - a. There was another sewer backup in the boiler room. System was snaked and the library was never closed. The cost for the plumbing contractor \$325.
3. 100 Years of Music in Oxford Exhibit
 - a. This new exhibition of local artifacts has been organized by the library director and is on display in the main exhibit hall in the atrium foyer and behind the Adult Services Desk in the main reading room. The exhibition will be up through May, or possibly longer.
4. OPL to Host Detroit Suburban Librarians' Roundtable
 - a. OPL will be hosting library administrators from southeast Michigan for the DSLRT meeting on statewide educational benchmarks. State Librarian and Director of the Library of Michigan will participate. The group will begin dialogue on 3rd grade statewide reading benchmarks as well as addressing the shortage of School Media Specialists around the state.

- 4R.18.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.
- 4R.18.8 **Expense Report:** The Expense report for the month of March was sent to the Board prior to meeting for review. Mr. Rizzo moved to approve the payment in the amount of \$189,710.97 and Ms. Royster seconded. *Motions carried.*
- 4R.18.9 **Reports of Committees:**
 1. None
- 4R.18.10 **Unfinished Business:**
 1. None
- 4R.18.11 **New Business:**
 1. Quote to repair the south elevation exterior and gutter system to prevent water leakage into the building. Estimate from National Restoration Inc., was sent via email to the Board prior to the meeting. Ms. Fracker made a motion to approve costs of \$6,900 to fix area. Mr. Rizzo seconded. *Motion carried.*
- 4R.18.12 **Call to Audience:** A call was made to the audience with no one in attendance.
- 4R.18.13 **Adjournment:** Ms. Royster motioned and Ms. Fracker seconded to adjourn the meeting at 7:42 p.m. *Motion carried.*