

Oxford Public Library

Regular Meeting

May 16, 2018

7:00 PM

(Board Minutes)

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

Absent:

5R.18.1 **Call to Order:** The President called the meeting to order at 7:01 p.m.

5R.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.*

5R.18.3 **Approval of the Minutes:** The Minutes of the April meeting were mailed prior to the meeting. Ms. Fracker motioned to approve minutes and Mr. Rizzo seconded. *Motion carried.*

5R.18.4 **Communications/Presentation:**

1. Audit Presentation by Rana Emmons, CPA of PSLZ LLP.

5R.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

5R.18.6 **Directors Report:**

1. FY 2017 Audit Report
 - a. Ranna Emmons, our auditor presented the 2017 audit report.
2. HVAC Controls Issue
 - a. Goyette has been able to make repairs to the system, but our system is antiquated and they no longer make the replacement parts to fix it when something more serious happens. We may need to plan to replace the system soon and set aside funds from the reserve balance.
3. Automation System Migration Update
 - a. TLN is on schedule to release the new circulation system and public catalogue during the Memorial Day weekend recess. Staff training is taking place now. Library Director and Mike (IT) will be in and out over the holiday weekend to ensure all of the systems connect to the new server at TLN.
4. Newspaper Digitization Project
 - a. Library has met with Sherman Publications to discuss digitizing the Oxford Leader this fall. An estimated initial cost of \$75,000 based on the number of rolls of film needed to convert. The Northeast Oakland Historical Society has committed to sharing a large portion of the cost; the actual number to be determined. Sherman Publications will also contribute to the cost.

5R.18.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

5R.18.8 **Expense Report:** The Expense report for the month of April was sent to the Board prior to meeting for review. Ms. Davidson moved to approve the payment in the amount of \$63,460.34 and Mr. Rizzo seconded. *Motions carried.*

5R.18.9 **Reports of Committees:**

1. None

5R.18.10 **Unfinished Business:**

1. None

5R.18.11 **New Business:**

1. FY 2017 Audit Report
 - a. Ranna Emmons, our auditor presented the 2017 audit report. Ms. Fracker made a motion to accept the audit as presented; Ms. Davidson seconded. *Motion carried.*
2. FY 2018 Mid-Year Budget Adjustment
 - a. The Library will need to borrow \$226,783.00 from the fund balance to balance the budget. Ms. Fracker made a motion to accept the adjustment; Ms. Davidson seconded. *Motion carried.*
3. Personnel Policy: Definitions Revision
 - a. Ms. Fracker approved changing the language of the administrative salaried employees from nonexempt to exempt status as noted in provided documents. Mr. Rizzo seconded. *Motion carried.*
4. Personnel Policy: Leave of Absence Revision
 - a. Ms. Davidson made a motion to omit the stricken language as it relates leave of absence and short-term disability. Ms. Royster seconded. *Motion carried.*
5. Salary Scale Adjustment
 - a. Director proposed an updated salary scale for approval. Ms. Fracker made a motion to approve the adjusted salary range; Ms. Royster seconded. *Motion carried.*
6. SB 7 "80/20" Plan Opt Out
 - a. Ms. Hoeflien made a motion to opt out of the SB 7 "80/20" rule. Mr. Rizzo seconded. *Motion carried.*
7. Proposal to Remove Dead Tree
 - a. A Plus Tree Service presented an estimate to remove the dead elm north of the library next to the parking lot. Mr. Rizzo made a motion to remove the tree for a cost of \$1,250. Ms. Davidson seconded. *Motion carried.*
8. Overnight Parking in Parking Lot
 - a. Board did not take action on the parking lot

5R.18.12 **Call to Audience:** A call was made to the audience with no one in attendance.

5R.18.13 **Adjournment:** Ms. Davidson motioned and Ms. Fracker seconded to adjourn the meeting at 8:55 p.m. *Motion carried.*