

## Oxford Public Library

Regular Meeting

May 20, 2020

7:00 PM

(Board Minutes)

Present (via Zoom call): *President, Kathy Hoeflein, Vice President Tony Rizzo, Secretary Julie Fracker, Trustee Lynn Royster, Trustee DuAnne Cook, Treasurer Jean Davidson, Director Bryan Cloutier, Township Clerk, Curtis Wright*

Absent: None

05R.20.1 **Call to Order:** The President called the meeting to order at 7:04 p.m.

05R.20.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned and Ms. Davidson seconded to approve the agenda. *Motion carried.*

05R.20.3 **Approval of the Minutes:** Ms. Cook made a motion to approve the minutes of the March meeting and Mr. Rizzo seconded. *Motion carried.*

05R.20.4 **Communications/Presentation:**

1. None

05R.20.5 **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 to accept the financial reports and Ms. Fracker seconded. *Motion carried.*

1. Budget v. Actual
2. OB Checking
3. OB Operating
4. OB Payroll
5. Oakland Savings
6. OPL Endowment Fund
7. OPL Endowment CD #1
8. OPL Endowment CD #2
9. Oberg Endowment Fund
10. Oberg Endowment CD #1
11. Oberg Endowment CD #2

05R.20.6 **Directors Report:**

1. COVID-19 Library Closure and Administrative Updates
  - a. Staff has been attending virtual meetings to stay informed and coordinate plans for reopening
  - b. PPE will arrive soon. Safety shields have arrived and been placed on countertops.
2. Interviews for a new Adult Services Department Head are ongoing; a decision will be made soon.
3. Payroll software has been installed and is working well.
4. Janitorial services have been called back to the library to keep it clean and sanitized.
5. Oxford Elementary School is getting a new parking lot and it will restrict access to the staff lot and dumpster for three weeks. Dumpster is being moved to the front of the library in the interim.
6. Director Emerita, Judith Doublestein, passed away recently. She served at the library for nearly 30 years of service.

05R.20.7 **Statistical Report:** The Statistical report was emailed for review prior to the meeting.

05R.20.8 **Expense Report:** The expense report was sent to the Board for review prior to the meeting. Ms. Fracker made a motion to pay the bills the amount of \$14,114.60. Mr. Rizzo seconded. *Motion carried.*

05R.20.9 **Reports of Committees:**

1. None

05R.20.10

**Unfinished Business:**

1. None

05R.20.11

**New Business:**

1. COVID-19 Preliminary Plan and Timeline to Reopen. The library must have a written plan and policy to reopen. Ms. Fracker made a motion to allow the Director to work with the library attorney to draft a policy and Ms. Davidson seconded. *Motion carried.*
2. Building Project Video: The Library Director showed the building expansion project video to the Board.

05R.20.12

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

05R.20.13

**Adjournment:** Mr. Rizzo motioned and Ms. Davidson seconded to adjourn the meeting at 8:05 p.m. *Motion carried.*