

Oxford Public Library

Regular Meeting

June 20, 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:

6R.18.1 **Call to Order:** The President called the meeting to order at 7:08 p.m.

6R.18.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Ms. Royster motioned and Ms. Fracker seconded to approve the agenda. *Motion carried.*

6R.18.3 **Approval of the Minutes:** The Minutes of the May meeting were mailed prior to the meeting. Ms. Davidson motioned to approve minutes and Ms. Fracker seconded. *Motion carried.*

6R.18.4 **Communications/Presentation:**

1. None

6R.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. Davidson 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

6R.18.6 **Directors Report:**

1. ILS Update & Reporting Module Delay
 - a. TLN went live over Memorial Day weekend. There have been some roadblocks along the way. We are hopeful that we will resolve issues and if they are not resolved in one year, the Director make recommend a new system.
2. Appointments for 2018
 - a. Library Director Bryan Cloutier was assigned to chair the Executive Summit Workgroup by the Michigan Library Association. Also, on July 1, the Director will take over as president of the Oxford Rotary Club. He will also remain president of the Northeast Oakland Historical Society and Museum.
3. Digitization Project Update
 - a. The Library Director will review the contract and sign off this week to start the digitization process of past issues of *The Oxford Leader*.

6R.18.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

6R.18.8 **Expense Report:** The Expense report for the month of May was sent to the Board prior to meeting for review. Ms. Cook moved to approve the payment in the amount of \$47,398.08 and Mr. Rizzo seconded. *Motions carried.*

6R.18.9 **Reports of Committees:**

1. None

6R.18.10 **Unfinished Business:**

1. None

6R.18.11 **New Business:**

None

1.

6R.18.12 **Call to Audience:** A call was made to the audience with no one in attendance.

6R.18.13 **Adjournment:** Mr. Rizzo motioned and Ms. Davidson seconded to adjourn the meeting at 7:34 p.m. *Motion carried.*