

## Oxford Public Library

Regular Meeting

July 18, 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: None

7R.18.1 **Call to Order:** The President called the meeting to order at 7:04 p.m.

7R.18.2 **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.*

7R.18.3 **Approval of the Minutes:** The Minutes of the June meeting were mailed prior to the meeting. Ms. Royster motioned to approve minutes and Ms. Davidson seconded. *Motion carried.*

7R.18.4 **Communications/Presentation:**

1. None

7R.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. Davidson 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

7R.18.6 **Directors Report:**

1. Circulation Reporting Update
  - a. Director reached out to TLN Director to express concerns about the concerns about data and reporting and they have now expedited the release of daily circulation statistical data and will expedite training.
2. Staff In-Service
  - a. Bonnie Wichtner-Zoia, a field educator with Michigan State University Extension, will be leading “The Real Colors” program training – a user-friendly, practical way for participants to better understand their own personalities and gain insights of others. Management team members have also been asked to select their favorite TED Talk and lead a conversation.
3. Recommended Patron Technology Upgrades
  - a. Our wireless connection was determined to not be adequate to show streaming videos in the community room, so the Director is now collecting costs to determine how to upgrade the system and will deliver them to the Board at a future date.
4. FY 2019 Budget Hearing Scheduled for August
  - a. The Library Director will begin working on the 2019 operational budget next week, which is planned for the Truth in Taxation Hearing at our August meeting in time for the final adopted budget to the township in time for their hearing in September.

7R.18.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

- 7R.18.8      **Expense Report:** The Expense report for the month of June was sent to the Board prior to meeting for review. Ms. Davidson moved to approve the payment in the amount of \$25,665.39 and Mr. Rizzo seconded. *Motions carried.*
- 7R.18.9      **Reports of Committees:**  
                  1. None
- 7R.18.10     **Unfinished Business:**  
                  1. None
- 7R.18.11     **New Business:**  
                  1. The Director will continue to obtain costs from Charter regarding the modem costs for upgrading the Internet speed for the community room. In the meantime, the Director has requested to upgrade the infrastructure with a new Meraki MR-17 with a POE Injector and new data cables and data drops for a total cost of \$6547.03. Ms. Davidson made a motion to approve the payment, Ms. Cook seconded. *Motion carried.*
- 7R.18.12     **Call to Audience:** A call was made to the audience with no one in attendance.
- 7R.18.13     **Adjournment:** Mr. Rizzo motioned and Ms. Davidson seconded to adjourn the meeting at 7:51 p.m. *Motion carried.*