

Oxford Public Library

Regular Meeting

July 17, 2024

7:00 PM

(Board Minutes)

Present: In person: *President, Kathy Hoeflein, Vice President Tony Rizzo, Secretary Julie Fracker, Trustee DuAnne Salswedel, Trustee Barbara Kriigel, Director Bryan Cloutier, PSLZ Auditor, Rana Emmons*

Absent: *Treasurer Lynn Royster (excused)*

07R.24.01 **Call to Order:** The President called the meeting to order at 7:07 p.m.

07R.24.02 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned, and Ms. Kriigel seconded to approve the agenda. *Motion carried.*

07R.24.03 **Approval of the Minutes:** Ms. Salswedel made a motion to approve the June minutes and Mr. Rizzo seconded. *Motion Carried*

07R.24.04 **Communications/Presentation**

1. 2023 Audit Report

07R.24.05 **Approval of the Financial Reports:** Monthly financial reports for June were mailed for review prior to the meeting. Director gave an overview of each report and reconciliation. Mr. Rizzo motioned to accept 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. Four County Community Foundation

07R.24.06 **Directors Report:**

1. Renovation Schedule and Updates
 - a. Director outlined construction updates and timeline. Work is scheduled to be complete by September 16.
2. Renaming Board Conference Room and New Public Conference Room
 - a. The new Conference Room will be named the "James Ostrander Conference Room" and the existing Board Conference Room will be named the "Duane Salswedel Board Conference Room."

07R.24.07 **Statistical Report:** The statistical reports for June were mailed for review prior to the meeting.

07R.24.08 **Expense Report:** The expense reports were sent to the Board for review prior to the meeting. Ms. Fracker made a motion to pay the bills for the month of June in the amount of \$46,316.71. Mr. Rizzo seconded. *Motion carried.*

07R.24.09 **Reports of Committees:**

None

07R.24.10 **Unfinished Business:**

1. Employment Contract
 - a. Mr. Rizzo moved to send the employment contract to the attorney. Ms. Salswedel seconded. *Motion carried.*

07R.24.11 **New Business**

1. 2023 Audit Report
 - a. Ms. Kriigel motioned to approve the 2023 audit report and Ms. Salswedel seconded. *Motion carried.*
2. Proposal to Replace Chairs in Board Conference Room
 - a. Mr. Rizzo made a motion to approve the bid for new chairs for the conference room. Ms. Fracker seconded. *Motion carried.*

3. Naming New Conference Room
 - a. Ms. Fracker made a motion to name the new conference room the “James Ostrander Conference Room” and Mr. Rizzo seconded. *Motion carried.*
4. Naming Existing Board Conference Room
 - a. Mr. Rizzo made a motion to name the new conference room the “Duane Salswedel Board Conference Room.” Ms. Kriigel seconded. *Motion carried.*
5. Proposed New Mission Statement
 - a. Ms. Salswedel made a motion to accept the new mission statement with discussed changes. Mr. Rizzo seconded. *Motion carried.*

07R.24.12 **Call to Audience**
None

07R.24.13 **Library Board Requests / Comments**
None

07R.24.14 **Adjournment:** Mr. Rizzo motioned, and Ms. Fracker seconded to adjourn the meeting at 8:27 p.m.
Motion carried.