

Oxford Public Library

Regular Meeting

September 18, 2019

7:00 PM

(Board Minutes)

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

Absent: None

9R.19.1 **Call to Order:** The President called the meeting to order at 7:01 p.m.

9R.19.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned and Ms. Cook seconded to approve the agenda. *Motion carried.*

9R.19.3 **Approval of the Minutes:** The Minutes of the June meeting were mailed prior to the meeting. Mr. Rizzo motioned to approve minutes and Ms. Davidson seconded. *Motion carried.*

9R.19.4 **Communications/Presentation:**

1. None

9R.19.5 **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. Fracker motioned and Ms. Davidson seconded to accept the financial reports. *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

9R.19.6 **Directors Report:**

1. Building Renovation/Expansion Update
 - a. Director held a conference call with architect and discussed statistical data and preliminary design elements. In person meeting scheduled for Oct. 3.
2. October Board Meeting
 - a. Due to Michigan Library Association Conference, the October Board Meeting has been moved to Oct. 23
3. Staff In-Service
 - a. Ann Seurnyck will be speaking to the staff about the Library Privacy Act at the staff in-service on Oct. 14.
4. Water Resource Notice
 - a. Notice received from the Water Resource Commissioner that states that the library needs to comply with backflow prevention system. Form was misfiled, and is being corrected.
5. Brownfield Redevelopment Grant Update
 - a. Township applied for a grant on behalf of local foster care group to clean up a brownfield. The Director asked the township to hold off on the vote so that he could review the grant. Director contacted attorney to look into grant for tax implications. After review, the Director decided the library's position is neutral as their will be no implications.

9R.19.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

- 9R.19.8 **Expense Report:** The Expense report for the month of August was sent to the Board prior to meeting for review. Ms. Davidson moved to approve the payment in the amount of \$36,601.66 and Mr. Rizzo seconded. *Motion carried.*
- 9R.19.9 **Reports of Committees:**
 None
- 9R.19.10 **Unfinished Business:**
 1. Succession Planning. Director proposes establishing a personnel committee to draft a succession plan consisting of three members of the board and the director. Committee will consist of Ms. Cook, Ms. Royster and Ms. Hoeflein.
- 9R.19.11 **New Business:**
 1. None
- 9R.19.12 **Call to Audience:** A call was made to the audience with no one in attendance.
- 9R.19.13 **Adjournment:** Ms. Davidson motioned and Mr. Royster seconded to adjourn the meeting at 7:53 p.m. *Motion carried.*