

Oxford Public Library

Regular Meeting

October 24, 2018

7:00 PM

(Board Minutes)

- Present: *President, Kathy Hoeflein, Treasurer, Jean Davidson, Secretary, Julie Fracker, Trustee, DuAnne Cook, Trustee, Lynn Royster, Director, Bryan Cloutier*
- Absent: *Vice President, Tony Rizzo (Excused)*
- 10R.18.1 **Call to Order:** The President called the meeting to order at 7:08 p.m.
- 10R.18.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Ms. Fracker motioned and Ms. Davidson seconded to approve the agenda. *Motion carried.*
- 10R.18.3 **Approval of the Minutes:** The Minutes of the September meeting were mailed prior to the meeting. Ms. Davidson motioned to approve minutes and Ms. Royster seconded. *Motion carried.*
- 10R.18.4 **Communications/Presentation:**
- a. None
- 10R.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. Cook motioned and Ms. Royster 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
- 10R.18.6 **Directors Report:**
1. MLA Conference
 - a. Very productive conference with library staff.
 2. Meeting with Architect
 - a. Director met with architect Seth Penchansky who is working on a proposal for a possible building expansion.
 3. New Waste Management Company
 - a. Odd Jobs, our current waste removal company, discontinued dumpster removal service and the library signed a new contract with Advanced Disposal for waste removal.
- 10R.18.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.
- 10R.18.8 **Expense Report:** The Expense report for the month of September was sent to the Board prior to meeting for review. Ms. Davidson moved to approve the payment in the amount of \$27,089.33 and Ms. Fracker seconded. *Motion carried.*
- 10R.18.9 **Reports of Committees:**
1. None

- 10R.18.10 **Unfinished Business:**
1. Building expansion and renovation proposal for architectural services. Seth Penchansky will present a proposal for services at the November board meeting. Board discussion on issue.
- 10R.18.11 **New Business:**
1. Authorization to transfer payroll services from Chase Bank to Oxford Bank. Oxford Bank drafted a proposal to provide payroll services at a reduced rate that will allow the library to move all accounts to the bank. Ms. Davidson made a motion to authorize the transfer of payroll service to Oxford Bank; Ms. Fracker seconded. *Motion carried.* The move would happen in the coming months.
- 10R.18.12 **Call to Audience:** A call was made to the audience with no one in attendance.
- 10R.18.13 **Adjournment:** Ms. Cook motioned and Ms. Davidson seconded to adjourn the meeting at 8:00 p.m. *Motion carried.*