

Oxford Public Library

Regular Meeting

October 19, 2022

7:00 PM

(Board Minutes)

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

Absent: *Trustee Barbara Kriigel*

10R.22.1 **Call to Order:** The President called the meeting to order at 7:04 p.m.

10R.22.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned, and Ms. Fracker seconded to approve the agenda. *Motion carried.*

10R.22.3 **Approval of the Minutes:** Mr. Rizzo made a motion to approve the minutes as amended. Mrs. Salswedel seconded. Motion Carried

10R.22.4 **Communications/Presentation**
1. None

10R.22.5 **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 to accept the August financial reports and Mr. Rizzo seconded. Ms. Fracker motioned to accept the September financial reports and Mr. Rizzo 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

10R.22.6 **Directors Report:**

1. HVAC Update
 - a. Goyette has completed the majority of on-site controls and VAV updates in preparation for the new HVAC system. Boilers are now operational. Supply chain issues are still delaying a definite date for next steps. Director will keep monitoring the situation.
2. Staff In-Service/Strategic Planning
 - a. Staff, Board members and Friends of the Library met with strategic planning consultants.
3. Ongoing Staff Issues
 - a. Staff issues related to COVID-19, jury duty, and medical leave are making staffing difficult at this time.
4. Self-Checkout Upgrades
 - a. Adding an additional self-checkout unit based on increased demand.

10R.22.7 **Statistical Report:** The Statistical reports for August and September were emailed for review prior to the meeting.

10R.22.8 **Expense Report:** The expense reports were sent to the Board for review prior to the meeting. Ms. Rizzo made a motion to pay the bills for the month of August the amount of \$74,293.78. Ms. Fracker seconded. Ms. Salswedel made a motion to pay the bills for the month of September the amount of \$36,278.42. Mr. Rizzo seconded. *Motion carried.*

10R.22.9 **Reports of Committees:**
None

10R.22.10 **Unfinished Business:**
None

10R.22.11 **New Business:**

1. Quote from Library Design Associates to install new self-checkout unit. Ms. Fracker made a motion to approve the new unit installation in the amount of \$2,250. Mr. Rizzo seconded. *Motion carried.*
2. SB7 “80/20” Plan Opt Out. Mr. Rizzo motioned to opt out of plan SB7 “80/20.” *Motion carried.*

10R.22.12

Call to Audience:

1. Township Trustee, Jonathan Nold was in attendance.

10R.22.13

Library Board Requests / Comments

Discussion about implementing an email system for communicating with members.

10R.22.14

Adjournment: Ms. Fracker motioned, and Ms. Salswedel seconded to adjourn the meeting at 7:46 p.m. *Motion carried.*