

Oxford Public Library

Regular Meeting

May 15, 2019

7:00 PM

(Board Minutes)

- Present: *President* Kathy Hoeflein, *Treasurer* Jean Davidson, *Secretary* Julie Fracker , *Trustee* Lynn Royster, *Trustee* DuAnne Cook, *Director* Bryan Cloutier
- Absent: *Vice President* Tony Rizzo (excused)
- 5R.20.1 **Call to Order:** The President called the meeting to order at 7:03 p.m.
- 5R.20.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Ms. Royster motioned and Ms. Davidson seconded to approve the agenda. *Motion carried.*
- 5R.20.3 **Approval of the Minutes:** The Minutes of the April meeting were mailed prior to the meeting. Ms. Davidson motioned to approve minutes and Ms. Cook seconded. *Motion carried.*
- 5R.20.4 **Communications/Presentation:**
1. FY 2018 – Audit Report – Rana Emmons
- 5R.20.5 **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. Davidson motioned and Ms. Fracker 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
- 5R.20.6 **Directors Report:**
1. Sunday Hours
a. Library Director addressed the option of reopening the library for Sunday hours.
2. Audit Report
a. Rana Emmons presented a positive audit report.
3. Executive Summit: Succession Planning
a. The Board President and Library Director are scheduled to attend the MLA Executive Summit meeting in Lansing on May 31. This year’s topic is “Succession Planning.”
4. Suspension of Patron for Inappropriate Behavior
a. After a patron violated the rules of library behavior, the Library Director determined to suspend the user’s privileges for a month.
- 5R.20.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.
- 5R.20.8 **Expense Report:** The Expense report for the month of April was sent to the Board prior to meeting for review. Ms. Davidson moved to approve the payment in the amount of \$44,548.87 and Ms. Fracker seconded. *Motion carried.*
- 5R.20.9 **Reports of Committees:**
None
- 5R.20.10 **Unfinished Business:**
1. None

5R.20.11

New Business:

1. FY2018 Audit Report. Ms. Fracker made a motion to accept the 2018 audit, Ms. Royster seconded. *Motioned carried.*
2. Restoration of Sunday Hours. Ms. Davidson made a motion to reopen on Sunday, Ms. Royster seconded. *Motion carried.*

5R.20.12

Call to Audience: A call was made to the audience with no one in attendance.

5R.20.13

Adjournment: Ms. Cook motioned and Ms. Davidson seconded to adjourn the meeting at 8:48 p.m. *Motion carried.*