

# Oxford Public Library

## Regular Meeting

May 17, 2023

7:00 PM

(Board Minutes)

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

Absent: None

5R.17.1 **Call to Order:** The President called the meeting to order at 7:02 p.m.

5R.17.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned, and Ms. Royster seconded to approve the agenda. *Motion carried.*

5R.17.3 **Approval of the Minutes:** Mr. Rizzo made a motion to approve the minutes as amended. Ms. Salswedel seconded. *Motion Carried*

### 5R.17.4 **Communications/Presentation**

1. 2022 Audit Report – *Rana Emmons, Partner, PSLZ*

5R.17.5 **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. Rizzo motioned to accept financial reports for April and Ms. Kriigel 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

### 5R.17.6 **Directors Report:**

1. 2022 Audit
  - a. Audit was presented at the meeting.
2. Lawn Service Contractor Change
  - a. New contract awarded to the firm who currently mows the treed area near Pontiac St.
3. Backup Generator Proposal
  - a. Director met with firms from Goyette Mechanical and K&S Ventures to go over logistical site plans and mechanical prints necessary to build a quote to install a backup generator.
4. Collection Development and Materials Reconsideration Policy
  - a. Director reached out to our attorney to update collection development and reconsideration policy. New policy to be reviewed by the board at this meeting.

5R.17.7 **Statistical Report:** The Statistical reports for April were emailed for review prior to the meeting.

5R.17.8 **Expense Report:** The expense reports were sent to the Board for review prior to the meeting. Ms. Kriigel made a motion to pay the bills for the month of April the amount of \$33,523.30. Mr. Rizzo seconded. *Motion carried.*

### 5R.17.9 **Reports of Committees:**

None

### 5R.17.10 **Unfinished Business:**

1. Strategic planning update: The firm went back and revised plan. New plans will be presented next month.

### 5R.17.11 **New Business**

1. 2022 Audit Report. Mr. Rizzo makes a motion to accept the 2022 audit as presented. Ms. Salswedel seconded. *Motion carried.*
2. Collection Development Policy. Discussion tabled until the next meeting.

5R. 17.12

**Call to Audience**

5R.17.13

**Library Board Requests / Comments**

None

5R.17.14

**Adjournment:** Mr. Rizzo motioned, and Ms. Royster seconded to adjourn the meeting at 8:28 p.m. *Motion carried.*