

# Oxford Public Library

## Regular Meeting

June 21, 2023

7:00 PM

(Board Minutes)

Present: *President Kathy Hoeflein, Vice President Tony Rizzo, Secretary Julie Fracker, Trustee DuAnne Salswedel, Director Bryan Cloutier, Friends of the Library President Lyn Klages.*

Absent: *Treasurer Lynn Royster, Trustee Barbara Kriigel*

06R.23.1 **Call to Order:** The President called the meeting to order at 7:00 p.m.

06R.23.2 **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.*

06R.23.3 **Approval of the Minutes:** Mr. Rizzo made a motion to approve the minutes as amended. Mr. Salswedel seconded. *Motion Carried*

### 06R.23.4 **Communications/Presentation**

1. Friends of the Library – *Lyn Klages, President*

06R.23.5 **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. Salswedel motioned to accept financial reports for May 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

### 06R.23.6 **Directors Report:**

1. Backup Generator
  - a. Two proposals are presented.
2. Changes in Organizational Structure & Proposed Position
  - a. In anticipation of FY2024 tax revenue increase, Director is proposing management team job titles and the addition of a new management team position.
3. Collection Development and Materials Reconsideration Policy
  - a. Attorney reviewed Board suggestions to policy and agreed to change. Board to discuss both options and vote.

06R.23.7 **Statistical Report:** The Statistical reports for May were emailed for review prior to the meeting.

06R.23.8 **Expense Report:** The expense reports were sent to the Board for review prior to the meeting. Mr. Rizzo made a motion to pay the bills for the month of May the amount of \$44,494.41. Ms. Fracker seconded. *Motion carried.*

### 06R.23.9 **Reports of Committees:**

None

### 06R.23.10 **Unfinished Business:**

1. Strategic Planning Update. Ms. Fracker motioned to accept the strategic plan proposal from the Ivy Group. Mr. Rizzo seconded. *Motion carried.*
2. Materials Selection Policy. Ms. Fracker made a motion to adopt the Material Selection Policy with the change of the word “may” to “shall” in the last sentence of section IX, D. *Motion carried.*

### 06R.23.11 **New Business**

1. Updated Management Team Job Titles. Ms. Fracker made a motion to adopt the new job titles as presented. Mr. Rizzo seconded. *Motion carried.*
2. New Management Team Position with Proposed Salary. Ms. Fracker made a motion to approve the position as amended. Mr. Rizzo seconded. *Motion carried.*

3. Updated Organizational Chart. Mr. Rizzo made a motion to approve the updated organizational chart with new titles and additional position. Ms. Salswedel seconded. *Motion carried.*
4. Backup Generator Proposals. Mr. Rizzo made a motion to grant K&S Ventures Inc. the contract to install a backup generator at the library for a total cost of \$326,520.00 Ms. Salswedel seconded. *Motion carried.*

06R.23.12 **Call to Audience**

06R.23.13 **Library Board Requests / Comments**

Mr. Rizzo noted the improvements in landscaping.

06R.23.14 **Adjournment:** Ms. Fracker motioned, and Ms. Salawedel seconded to adjourn the meeting at 8:46 p.m. *Motion carried.*