

## Oxford Public Library

Regular Meeting

December 20, 2017

7:00 PM

(Board Minutes)

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

Absent: None

12R.20.1 **Call to Order:** The President called the meeting to order at 7:06 p.m.

12R.20.2 **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.*

12R.20.3 **Approval of the Minutes:** The Minutes of the November meeting were mailed prior to the meeting. Mr. Rizzo motioned to accept amended minutes and Ms. Fracker seconded. *Motion carried.*

12R.20.4 **Communications/Presentation:**

1. None.

12R.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. Ms. Davidson motioned and Ms. Fracker 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

12R.20.6 **Directors Report:**

1. Library Design Associates Meeting
  - a. Due to the poor weather conditions, the Dec. 13 meeting with Library Design Associates was rescheduled for Thursday, Dec. 21.
2. Server Issues
  - a. Due to the events that took down the server and resulted in data loss, staff are now backing up the server to the cloud every night as well as to external hard drives that are locked in the safe. Staff has implemented a disaster plan that includes backup all of the management teams PCs to an external hard drive.
3. Oxford Schools Collaborative Resource Initiative - Update
  - a. Group reviewed the agreement drafted by the attorney that outlines party responsibilities, obligations and liabilities of an interlibrary loan system.

12R.20.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

12R.20.8 **Expense Report:** The Expense report was mailed for review prior to the meeting. Ms. Davidson motioned and Mr. Rizzo seconded to approve the bills in the amount of \$50,504.25. *Motion carried.*

12R.20.9 **Reports of Committees:**

1. None

12R.20.10

**Unfinished Business:**

1. None

12R.20.11

**New Business:**

1. Oxford Public Library and Oxford Community Schools Agreement
  - a. Board reviewed contract to enter into a new agreement with Oxford Community Schools. Ms. Hoeflein noted a language discrepancy, and a change to the language in Section 1, Item C was requested. Ms. Fracker made a motion to adopt the agreement as amended. Ms. Davidson seconded. *Motion carried.*
2. 2017 Year-End Budget Adjustment
  - a. Year-End budget presented, with a surplus at the end of the year of \$8,917.34. Ms. Davidson made a motion to accept the budget adjustments as presented. Mr. Rizzo seconded. *Motion carried.*
3. 2018 Schedule of Regular Board Meetings
  - a. Board approved the schedule of 2018 Schedule of Regular Board Meetings, with the exception of moving the November 21 to November 28. Mr. Rizzo motioned to approve schedule with the change. Ms. Royster seconded. *Motioned carried.*

12R.20.12

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

12R.20.13

**Adjournment:** Ms. Davison motioned and Ms. Cook seconded to adjourn the meeting at 8:04pm. *Motion carried.*