

Oxford Public Library

Regular Meeting

February 20, 2019

7:00 PM

(Board Minutes)

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

Absent: *Jean Davidson, Treasurer*

2R.20.1 **Call to Order:** The President called the meeting to order at 7:09 p.m.

2R.20.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned and Ms. Cook seconded to approve the agenda. *Motion carried.*

2R.20.3 **Approval of the Minutes:** The Minutes of the January meeting were mailed prior to the meeting. Ms. Royster motioned to approve minutes and Ms. Fracker seconded. *Motion carried.*

2R.20.4 **Communications/Presentation:**
None

2R.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. Rizzo 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

2R.20.6 **Directors Report:**

1. FOIA Policy Amendment
2. Board Bylaws for Review
3. Final Phase of LED Conversion

2R.20.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

2R.20.8 **Expense Report:** The Expense report for the month of January was sent to the Board prior to meeting for review. Mr. Rizzo moved to approve the payment in the amount of \$88,792.61 and Ms. Fracker seconded. *Motion carried.*

2R.20.9 **Reports of Committees:**

1. None

2R.20.10 **Unfinished Business:**

1. None

2R.20.11 **New Business:**

1. FOIA Policy Amendment
 - a. Changes were made to the FOIA Law and the Library Director authorized our Library Law Attorney to update our policy to reflect the changes. A motion to approve the new policy was offered by Lynn Royster, DuAnne Cook seconded. *Motion carried.* The new policy will be posted to the website, and the Secretary filed a new policy with the Director.

2. Final Phase of LED Conversion
 - a. The Board was presented with a proposal to convert the overhead lights in both the Circulation Lobby and Adult Services Department from LED to metal halide. The Board was presented with a estimate from K&S Ventures for a cost of \$4,188.00. Mr. Rizzo made a motion to accept the proposal and Ms. Cook seconded. *Motion carried.*
3. SB7 80/20 Plan Opt Out.
 - a. The Board was presented with a proposal to “opt out” of the required healthcare contribution of 20 percent. Ms. Cook made motion, Mr. Rizzo seconded. *Motion carried.*
4. 501c3 Status for Endowment Funds
 - a. Ms. Fracker made a motion that the Director explore the possibility of establishing a 501c3 status for Library endowment fund. Mr. Rizzo seconded.
5. Board Bylaws for Review
 - a. Board asked to table this conversation for the next meeting.

2R.20.12 **Call to Audience:** A call was made to the audience with no one in attendance.

2R.20.13 **Adjournment:** Mr. Rizzo motioned and Ms. Royster seconded to adjourn the meeting at 8:00p.m. *Motion carried.*