

Oxford Public Library

Regular Meeting

April 19, 2017

7:00 PM

(Board Minutes)

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

Absent: *Vice President, Tony Rizzo, Treasurer, Jean Davidson (both excused in advance)*

04R.17.1 **Call to Order:** The President called the meeting to order at 7:05 p.m.

04R.17.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. New business regarding replacing dishwasher added to the agenda. Ms. Royster motioned and Ms. Cook seconded to approve the agenda. *Motioned carried.*

04R.17.3 **Approval of the Minutes:** The Minutes of the March meeting were mailed prior to the meeting. The Chair asked if there were any corrections to the minutes. Ms. Fracker motioned and Ms. Royster seconded to accept the minutes. *Motion carried.*

04R.17.4 **Communications/Presentation:**
None

04R.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. Cook 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
9. Oberg Endowment CD

04R.17.6 **Directors Report:**

1. Mail Delivery
 - a. Postmaster will no longer allow postal staff to place mail addressed to the Library's street address in the PO Box. All mail addressed to street address was returned to sender.
 - b. Library Director met with the Postmaster, and mail addressed to the physical address will now be placed in the outside book return instead of returned to sender. The Library will work with vendors and customers to ensure all are using PO Box moving forward.
2. 4th Grade Battle of the Books
 - a. Congratulations to the "Super Sticky Notes" from Clear Lake Elementary for winning the 4th Grade Battle of the Books. This was the Library's largest event yet, with 23 groups totaling more than 120 students participating.
3. Capital Improvement Project Update
 - a. Cedar shingle replacement scheduled to begin in May.
4. Budget Adjustments
 - a. Director will be reviewing budgets and preparing an adjusted budget to reflect the addition of new databases and increased taxable revenues for the year. Plans to present to Board in May.
5. IT Consultant Schedule Change
 - a. Mike Shackelford, current IT consultant, has agreed to move his Thursday evening hours to Thursday mornings to better accommodate needs of the library.
6. QuickBooks Update
 - a. QuickBooks software required an unplanned update in order to maintain payroll services.

7. Meeting with Chris deBear of Library Design Associates
 - a. Board approved a plan for Director to continue to work with deBear to outline a plan to replace service desks in both the Youth and Adult Services Departments. deBear will also be assessing staff off-desk work areas and storage needs.
8. Friends of Library Gift
 - a. The Friends of Oxford Public Library provided a gift of \$2,714 to retrofit all of the tables in the Adult Services Department with new electrical plugs.
9. FOIA Request
 - a. The Director received a FOIA request from American Transparency, requesting employee records dating back to 2016. After consulting with our attorney, she advised the Library inform the group we would comply with the request and charge them the standard fees. They withdrew their request.

04R.17.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

04R.17.8 **Expense Report:** The Expense report was mailed for review prior to the meeting. Ms. Fracker motioned and Ms. Royster seconded to approve the bills in the amount of \$25, 047.11. *Motion carried.*

04R.17.9 **Reports of Committees:**

1. None

04R.17.10 **Unfinished Business:**

1. None

04R.17.11 **New Business:**

1. Dishwasher
 - a. The board approved the purchase of a new dishwasher for the library. Ms. Fracker motioned to accept the purchase in the amount of \$502.98 and Ms. Cook seconded. Board approved. *Motion carried.*

04R.17.12 **Call to Audience:** A call was made to the audience with no one in attendance.

04R.17.13 **Adjournment:** Ms. Fracker motioned and Ms. Royster seconded to adjourn the meeting at 7:49. *Motion carried.*