

Oxford Public Library

Regular Meeting

June 21, 2017

7:00 PM

(Board Minutes)

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

Absent: None

Guests: Rana Emmons, CPA

06R.21.1 **Call to Order:** The President called the meeting to order at 7:03 p.m.

06R.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. *Motioned carried.*

06R.21.3 **Approval of the Minutes:** The Minutes of the May meeting were mailed prior to the meeting. The Chair asked if there were any corrections to the minutes. Mr. Rizzo motioned and Ms. Davidson seconded to accept the minutes. *Motion carried.*

06R.21.4 **Communications/Presentation:**
Fiscal Year 2016 Audit Report delivered by Rana Emmons, CPA

06R.21.5 **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
9. Oberg Endowment CD

06R.21.6 **Directors Report:**

1. Audette/Fire Alarm Update
 - a. Jim Audette completed replacement of the fire alarm system, damaged by a recent storm. The handicapped assist doors were also fixed. Library Director to file a claim with the insurance company to reimburse the library for the cost, minus a \$500 deductible.
2. DTE Tree Trimming
 - a. Contractor completed work of tree trimming between library and school.
3. Smithsonian Museum on Main Street: Water/Ways
 - a. Library Director completing application to the Michigan Humanities Council for consideration to host the Smithsonian Museum on Mail Street: Water/Ways.
4. Cedar Replacement Update
 - a. Weather delays have set them back, but things are progressing smoothly. Project expected to be complete in a few weeks. After new shingles are up, we will contact painting contractor to repair tower and atrium foyer.
5. Northeast Oakland Historical Society Update
 - a. Library Director met with the society to discuss future plans and possible collaborations.
6. Summer Reading
 - a. Summer reading numbers are climbing now that school is out.

06R.21.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

06R.21.8 **Expense Report:** The Expense report was mailed for review prior to the meeting. Ms. Fracker motioned and Mr. Rizzo seconded to approve the bills in the amount of \$34,148.76 *Motion carried.*

- 06R.21.9 **Reports of Committees:**
 1. None
- 06R.21.10 **Unfinished Business:**
 1. None
- 06R.21.11 **New Business:**
 1. Approval of the Fiscal Year 2016 Audit Report
 a. Ms. Davidson made a motion to accept the audit. Ms. Royster seconded it. *Motion carried.*
- 06R.21.12 **Call to Audience:** A call was made to the audience with no one in attendance.
- 06R.21.13 **Adjournment:** Ms. Davidson motioned and Mr. Rizzo seconded to adjourn the meeting at 8:30. *Motion carried.*