

Oxford Public Library

Regular Meeting

July 17, 2019

7:00 PM

(Board Minutes)

- Present: *Vice President Tony Rizzo, Treasurer Jean Davidson, Secretary Julie Fracker, Trustee Lynn Royster, Trustee DuAnne Cook, Director Bryan Cloutier*
- Absent: *President, Kathy Hoeflein*
- 7R.17.1 **Call to Order:** The President called the meeting to order at 7:03 p.m.
- 7R.17.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Ms. Fracker motioned and Ms. Davidson seconded to approve the agenda. *Motion carried.*
- 7R.17.3 **Approval of the Minutes:** The Minutes of the June meeting were mailed prior to the meeting. Ms. Royster motioned to approve minutes and Ms. Davidson seconded. *Motion carried.*
- 7R.17.4 **Communications/Presentation:**
1. None
- 7R.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. Mr. Davidson 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
- 7R.17.6 **Directors Report:**
1. Staff Changes
 - a. Mary Cowles and Lori Ferrari are leaving their posts to accept full time positions at other organizations. Brandy Lindsey, a page, is also leaving. We are welcoming new employees Caleb Perkins and Emily D'Angelo.
 2. Landscape and Weeding
 - a. Our lawn care service has subcontracted weeding of the beds to Weed Watchers LLC, who has been hard at work on-site for several days. Staff has also been working on-site to prune and trim trees.
- 7R.17.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.
- 7R.17.8 **Expense Report:** The Expense report for the month of June was sent to the Board prior to meeting for review. Ms. Davidson moved to approve the payment in the amount of \$36,970.33 and Ms. Royster seconded. *Motion carried.*
- 7R.17.9 **Reports of Committees:**
None
- 7R.17.10 **Unfinished Business:**
1. Succession Planning. Director proposes establishing a personnel committee to draft a succession plan consisting of three members of the board and the director. Ms. Davidson motioned table the conversation until full Board is in attendance. Ms. Royster seconded. *Motion carried.*

7R.17.11

New Business:

1. Restore Easter Sunday as a paid holiday. Now that the library will be open on Sundays from Memorial Day to Labor Day, discussion was to reinstate Easter Sunday as a paid holiday. Ms. Fracker made a motion to reinstate Easter Sunday as a paid holiday, Ms. Cook seconded. *Motion carried.*

7R.17.12

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

7R.17.13

Adjournment: Ms. Davidson motioned and Mr. Royster seconded to adjourn the meeting at 7:39 p.m. *Motion carried.*