

**Oxford Public Library**  
Regular Meeting  
October 21, 2020  
7:00 PM  
(Board Minutes)

Present (via Zoom call): *President*, Kathy Hoeflein, *Vice President* Tony Rizzo, *Secretary* Julie Fracker, *Trustee* Lynn Royster, *Trustee* DuAnne Cook, *Treasurer* Jean Davidson, *Director* Bryan Cloutier, Sue Bossardet, Seth Penchansky, Daniels & Zermack

Absent: None

10R.20.1 **Call to Order:** The President called the meeting to order at 7:01 p.m.

10R.20.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned and Ms. Fracker seconded to approve the agenda. *Motion carried.*

10R.20.3 **Approval of the Minutes:**  
Ms. Cook motion to approve the minutes and Ms. Royster seconded. *Motion carried.*

10R.20.4 **Communications/Presentation:**  
1. Building Project Bond Follow-up, presented by Seth Penchansky.

10R.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. Royster motioned to accept the financial reports and Mr. Rizzo seconded. *Motion carried.*

1. Budget v. Actual
2. OB Checking
3. OB Operating
4. OB Payroll
5. Oakland Savings
6. OPL Endowment Fund

10R.20.6 **Directors Report:**

1. Remote Meetings & Open Meetings Act – Legislative Update
  - a. Meetings will be able to continue to be held remotely through December; beyond December will depend upon the State emergency orders.
2. Mask Requirements, Occupancy Limitations MDHHS Eos – Legislative Update
  - a. The Library will continue to follow the MDHHS orders and enforce mask requirements.
3. Charter Township of Oxford CRLGG State of Michigan Grant – Township News
  - a. The Charter Township of Oxford received a grant to purchase 9 Emist EPIX handheld disinfection units, and one will be donated to the Library.
4. Oakland County CARES Act Grant & Inter-Local Agreement – Board Resolution
  - a. In order to receive CARES Act Funding the Board needs to pass a resolution to sign an inter-local agreement between Oakland County and Oxford Public Library.
5. November Elections & Library Board Officers – Bylaws Directives & Oath of Office

10R.20.7 **Statistical Report:** The Statistical report was emailed for review prior to the meeting.

10R.20.8 **Expense Report:** The expense report was sent to the Board for review prior to the meeting. Ms. Fracker made a motion to pay the bills the amount of \$31,807.29. Mr. Rizzo seconded. *Motion carried.*

10R.20.9 **Reports of Committees:**  
None

10R.20.10 **Unfinished Business:**  
None

10R.20.11

**New Business:**

1. Proposed Building Projects Budgets
  - a. The Board moved to hold on the large building project, but move forward with construction of a new canopy to protect the outdoor book deposit. Mr. Rizzo made a motion for construction costs not to exceed \$20,000 for canopy. Ms. Fracker seconded. *Motion carried.*
2. Suspension of Sunday Hours
  - a. Director recommends remaining closed on Sunday through the end of the year. Ms. Cook made a motion to suspend Sunday hours through the remainder of the year. Ms. Davidson seconded. *Motion carried.*
3. OPL / Oakland County Inter-local CARES Act Agreement
  - a. The Board authorized the Library Director and CEO to sign the Agreement for CARES Act Distribution between Oakland County and the Oxford Public Library. Ms. Fracker made a motion to support the resolution and Mr. Rizzo supported. *Motion carried.*
4. Office Furniture for Director's and Administrative Assistant's Office
  - a. Mr. Rizzo made a motion is support of the purchase of new furniture. Ms. Davidson seconded. *Motion carried.*

10R.20.12

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

10R.20.13

**Adjournment:** Ms. Fracker motioned and Ms. Davidson seconded to adjourn the meeting at 8:52 p.m. *Motion carried.*