

**Oxford Public Library**  
Regular Meeting  
November 20, 2019  
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

11R.19.1 **Call to Order:** The President called the meeting to order at 7:01 p.m.

11R.19.2 **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.*

11R.19.3 **Approval of the Minutes:** The Minutes of the October meeting were mailed prior to the meeting. Ms. Royster motioned to approve minutes and Mr. Rizzo seconded. *Motion carried.* The Minutes of the August closed session meeting were mailed prior to the meeting. Ms. Cook motioned to approve minutes and Ms. Davidson seconded. *Motion carried.*

11R.19.4 **Communications/Presentation:**

1. Seth PENCHANSKY of the architectural firm presented two options of sample designs for the library expansion project.

11R.19.5 **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. Davidson 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. Oberg Endowment Fund
9. Oberg Endowment CD #1

11R.19.6 **Directors Report:**

1. Building Renovation/Expansion Update
  - a. Director is reviewing two sets of plans from the architect for consideration. After review of plans, there will be some changes made and the architect will submit a new draft for review in the coming months.
2. Friends of the Library Agreement
  - a. Library Director is working with our attorney to draft an agreement/Memorandum of Understanding between the Friends group and the Library.

11R.19.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

11R.19.8 **Expense Report:** The Expense report for the month of October was sent to the Board prior to meeting for review. Ms. Fracker moved to approve the payment in the amount of \$33,472.41 and Ms. Davidson seconded. *Motion carried.*

11R.19.9 **Reports of Committees:**

None

11R.19.10

**Unfinished Business:**

1. Community Endowment Foundation comparison discussion. Ms. Davidson made a motion to create an endowment with the Four County Community Foundation. Mr. Rizzo seconded. *Motion carried.*

11R.19.11

**New Business:**

1. Operating agreement between Friends of Library and OPL
  - a. Ms. Fracker made a motion that the company can film the public spaces of the library, but not the private off-desk spaces. *Motion carried.*

11R.19.12

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

11R.19.13

**Adjournment:** Mr. Rizzo motioned and Ms. Davidson seconded to adjourn the meeting at 8:49 p.m. *Motion carried.*