

Oxford Public Library
Regular Meeting
February 19, 2020
7:00 PM
(Board Minutes)

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

Absent: *Treasurer Jean Davidson*

02R.20.1 **Call to Order:** The President called the meeting to order at 7:07 p.m.

02R.20.2 **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.*

02R.20.3 **Approval of the Minutes:** The Minutes of the January meeting were mailed prior to the meeting. Mr. Rizzo motioned to approve minutes and Ms. Fracker seconded. *Motion carried.*

02R.20.4 **Communications/Presentation:**

1. Seth Penchansky of Daniels & Zermack presented a building expansion update
2. Paul Stauder of PFM Financial Advisors, LLC, presented a presentation about library bond funding
3. Reviewed proposal for an informational campaign from Change Media Group

02R.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
7. OPL Endowment CD #1
8. Oberg Endowment Fund
9. Oberg Endowment CD #1

02R.20.6 **Directors Report:**

1. Director presented a Fireside Chat to the Friends of the Library Group, celebrating Oxford Public Library's 95th Anniversary.
2. Director met with both the Village Council and Township Board on the adverse impact becoming a city would have to both the township and village.
3. Director reached out to the Parks and Recreation department to discuss the upgrade of the parking lot at Powell Lake Park.
4. Director reached out to the marketing firm that worked on Flint Public Library capital improvement bond campaign to assist with upcoming expansion project.
5. Director invited bond financial advisors (PFM) to attend our February meeting, as well as Township Treasurer to discuss the costs of the bond. He will also be working with the Township's Bond Counsel at Miller Canfield to draft ballot language.

02R.20.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

02R.20.8 **Expense Report:** The Expense report for the month of January was sent to the Board prior to meeting for review. Ms. Fracker moved to approve the payment in the amount of \$89,142.58 and Ms. Cook seconded. *Motion carried.*

02R.20.9 **Reports of Committees:**
None

02R.20.10

Unfinished Business:

1. None

02R.20.11

New Business:

1. Approval of building project final designs and proposed budgets. Ms. Cook made a motion to table the discussion until a special meeting. Ms. Fracker seconded. *Motion carried.*
2. Informational campaign proposal. Ms. Cook made a motion to table the discussion until a special meeting. Mr. Rizzo seconded. *Motion carried.*
3. Ms. Fracker made a motion to call a special meeting on March 2 at 7pm. Mr. Rizzo seconded. *Motioned carried.*

02R.20.12

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

02R.20.13

Adjournment: Ms. Cook motioned and Mr. Rizzo seconded to adjourn the meeting at 9:35 p.m. *Motion carried.*