

Oxford Public Library

Regular Meeting

March 25, 2020

7:00 PM

(Board Minutes)

Present (via call): *President, Kathy Hoeflein, Vice President Tony Rizzo, Secretary Julie Fracker, Trustee Lynn Royster, Trustee DuAnne Cook, Treasurer Jean Davidson, Director Bryan Cloutier, Head of Teen Services Rachael Quinn, Head of Adult Services Sandy Gilmore, Head of Youth Services Kim Burean, Head of Support Services Jacqueline Seimer, Oxford Township Clerk Curtis Wright, and Oxford Village Resident, Susan Bossardet, Architect, Seth Penchansky.*

Absent: None

03R.20.1 **Call to Order:** The President called the meeting to order at 7:06 p.m.

03R.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.*

03R.20.3 **Approval of the Minutes:** Ms. Royster made a motion to approve the minutes of the February meeting and Ms. Cook seconded. *Motion carried.* Ms. Cook made a motion to approve the minutes of the March 2 special meeting and Ms. Fracker seconded. *Motion carried.*

03R.20.4 **Communications/Presentation:**
1. None

03R.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. Fracker motioned to accept the financial reports and Ms. Davidson 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

03R.20.6 **Directors Report:**
1. Accounts payable and payroll has been taken care of and processed.
2. Summer newsletter has been postponed.
3. Drop box locked and all employees are working from home. Fish and mail are being taken care of. Latest executive order says to open mid-April, but it is tentative.

03R.20.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

03R.20.8 **Expense Report:** Due to the current pandemic and disruption in normal operations, Mr. Rizzo made a motion to authorize the Library Director to continue to pay the bills in accordance with the budget for the next month. Ms. Fracker seconded. *Motion carried.*

03R.20.9 **Reports of Committees:**
None

03R.20.10 **Unfinished Business:**
1. None

03R.20.11 **New Business:**

1. Business insurance proposal: The building has been underinsured for many years, the Library Director inquired about increasing our coverage and presented proposal. Ms. Davidson made a motion to table the decision and Ms. Royster seconded. *Motion carried.*
2. SB7 “80/20” Plan Opt-Out. Mr. Rizzo made a motion to opt out and Ms. Fracker seconded. *Motion carried.*
3. Supplemental Information Campaign Budget. Ms. Royster made a motion to proceed with the production of video detailing the library on an hourly basis, not to exceed \$8,800.00. Ms. Fracker seconded. *Motioned carried.*
4. Building Project Update. Concerns about the expansion were raised at the Township Board Meeting, specifically regarding the children’s room expansion and the community room expansion. The children’s room is fine, but the community room expansion is not in compliance with current zoning, as it has changed in the 25 years since the library was built. Discussion was held regarding taking concerns to the Zoning Board of Appeals to get a variance for the project. Due to the recent economic concerns due to the pandemic, Ms. Davision made a motion to rescind previous marketing budget set aside for Change Media Group to market the expansion. Ms. Royster seconded. *Motion carried.* Ms. Fracker made a motion to continue working on the marketing imaging for building project with Seth Penchansky. Ms. Royster seconded. *Motion carried.*

03R.20.12 **Call to Audience:** A call was made to the audience, there were no comments.

03R.20.13 **Adjournment:** Mr. Rizzo motioned and Ms. Davidson seconded to adjourn the meeting at 8:03 p.m. *Motion carried.*