

Oxford Public Library

Regular Meeting

March 20, 2024

7:00 PM

(Board Minutes)

Present: *Vice President* Tony Rizzo, *Secretary* Julie Fracker, *Trustee* DuAnne Salswedel, *Treasurer* Lynn Royster, *Director* Bryan Cloutier

Absent: *President* Kathy Hoeflein (excused), *Trustee* Barbara Kriigel (excused)

03R.24.1 **Call to Order:** The Vice President called the meeting to order at 7:05 p.m.

03R.24.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Ms. Fracker motioned, and Ms. Salswedel seconded to approve the agenda. *Motion carried.*

03R.24.3 **Approval of the Minutes:** Ms. Royster made a motion to approve the February minutes as modified and Ms. Salswedel seconded. *Motion Carried*

03R.24.4 **Communications/Presentation**

1. None

03R.24.5 **Approval of the Financial Reports:** Monthly financial reports for February were mailed for review prior to the meeting. Director gave an overview of each report and reconciliation. Ms. Fracker motioned to accept financial reports and Ms. Royster seconded. *Motion carried.*

1. Budget v. Actual
2. OB Checking
3. OB Operating
4. OB Payroll
5. Oakland Savings
6. OPL Endowment Fund
7. Four County Community Foundation

03R.24.6 **Directors Report:**

1. Future Projects/Goal Setting
 - a. Discussion of future projects under consideration.
2. Water Filtration System
 - a. Waiting for proposal from Goyette Mechanical to install a water softener in front of the humidification system.
3. Renovation Project
 - a. Director met with architect and potential contractors and will submit bids next week.

03R.24.7 **Statistical Report:** The statistical reports for February were mailed for review prior to the meeting.

03R.24.8 **Expense Report:** The expense reports were sent to the Board for review prior to the meeting. Ms. Fracker made a motion to pay the bills for the month of February in the amount of \$116,000.32. Ms. Salswedel seconded. *Motion carried.*

03R.24.9 **Reports of Committees:**

None

03R.24.10 **Unfinished Business:**

1. Off-desk Renovation Project
 - a. Director provided an update on the proposed designs for the new off desk spaces.

03R.24.11 **New Business**

1. Prioritization of Future Projects
 - a. Board directed the library director to begin conversations about the installation of the Envisionware public library system.
 - b. Creative Arts Space. Director presented ideas for a creative arts space.

2. Proposal for Owl Labs Meetings Hardware
 - a. Director presented plans to purchase a “Meeting Owl 3” device with a 360-degree camera that follows voices with camera. Ms. Fracker made a motion to purchase an owl for the amount of \$2,962.00. Mr. Rizzo seconded. *Motion carried.*
3. Filtration Proposal for Humidification System
 - a. Director presented quotes for a new filtration system. Mr. Rizzo made a motion to purchase a filtration system for \$3,907.00. Ms. Fracker seconded. *Motion carried.*

03R.24.12 **Call to Audience**
None

03R.24.13 **Library Board Requests / Comments**
Discussion of lighting in parking lot or signage.

03R.24.14 **Adjournment:** Mr. Rizzo motioned, and Ms. Fracker seconded to adjourn the meeting at 8:19 p.m.
Motion carried.