

Oxford Public Library

Regular Meeting

May 15, 2024

7:00 PM

(Board Minutes)

Present: In person: *President, Kathy Hoeflein, Vice President Tony Rizzo, Secretary Julie Fracker, Treasurer Lynn Royster, Trustee Barbara Kriigel, Director Bryan Cloutier, Friends of the Library President, Lyn Klages.*

Absent: *Trustee DuAnne Salswedel (excused)*

05R.24.01 **Call to Order:** The President called the meeting to order at 7:05 p.m.

05R.24.02 **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.*

05R.24.03 **Approval of the Minutes:** Ms. Royster made a motion to approve the April minutes as modified and Mr. Rizzo seconded. *Motion Carried*

05R.24.04 **Communications/Presentation**

1. Lyn Klages discussed the new building purchased for book storage in the parking lot and the Friends have set up a new book shelf in another Oxford coffee shop.

05R.24.05 **Approval of the Financial Reports:** Monthly financial reports for April were mailed for review prior to the meeting. Director gave an overview of each report and reconciliation. Mr. Rizzo motioned to accept financial reports and Ms. Kriigel 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

05R.24.06 **Directors Report:**

1. Renovation Schedule and Updates
Director met with Library Design Associates to select final carpet color and furniture. Proposal was updated to reduce costs by \$9,000.
2. Window Replacement
No update yet; Director continues to reach out to Rochester Hills Contract Glazing.
3. Employment Contract
Director has submitted proposals for review.

05R.24.07 **Statistical Report:** The statistical reports for April were mailed for review prior to the meeting.

05R.24.08 **Expense Report:** The expense reports were sent to the Board for review prior to the meeting. Mr. Rizzo made a motion to pay the bills for the month of April in the amount of \$111,380.38. Ms. Royster seconded. *Motion carried.*

05R.24.09 **Reports of Committees:**

None

05R.24.10 **Unfinished Business:**

1. Employment Contract

05R.24.11 **New Business**

1. Interior Furnishings and Design Proposals
Ms. Kriigel made a motion to accept the proposal for the amount of \$201,525.00. Ms. Royster seconded. *Motion carried.*

05R.24.12

Call to Audience

None

05R.24.13

Library Board Requests / Comments

None

05R.24.14

Adjournment: Mr. Rizzo motioned, and Ms. Kriigel seconded to adjourn the meeting at 8:40 p.m.
Motion carried.