

Oxford Public Library

Regular Meeting

June 19, 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

6R.19.1 **Call to Order:** The President called the meeting to order at 7:00 p.m.

6R.19.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned and Ms. Davidson seconded to approve the agenda. *Motion carried.*

6R.19.3 **Approval of the Minutes:** The Minutes of the May meeting were mailed prior to the meeting. Ms. Royster motioned to approve minutes and Ms. Cook seconded. *Motion carried.*

6R.19.4 **Communications/Presentation:**

1. None

6R.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. Davidson motioned and Mr. Rizzo 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. OPL Endowment CD #2
9. Oberg Endowment Fund
10. Oberg Endowment CD #1
11. Oberg Endowment CD #2

6R.19.6 **Directors Report:**

1. Building Expansion Project Update
 - a. Library Director and management team will meet with Seth R. to continue moving forward with the feasibility study.
2. Executive Summit: Succession Planning
 - a. Library Director and Board President attended the MLA Executive Summit on Succession Planning at the State Library in Lansing.

6R.19.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

6R.19.8 **Expense Report:** The Expense report for the month of May was sent to the Board prior to meeting for review. Ms. Davidson moved to approve the payment in the amount of \$24,910.61 and Ms. Fracker seconded. *Motion carried.*

6R.19.9 **Reports of Committees:**

None

6R.19.10 **Unfinished Business:**

1. None

6R.19.11 **New Business:**

1. Leadership Succession Planning Discussion. Open discussion on implementing processes to have a succession plan in place for library leadership.

2. Self-checkouts Windows 10 PC Upgrade. Call to vote to upgrade the hardware and software systems of the self-checkout system for a total cost of \$5,991.00. Mr. Rizzo made a motion upgrade the system as advised. Ms. Fracker seconded. *Motion carried.*

6R.19.12 **Call to Audience:** A call was made to the audience with no one in attendance.

6R.19.13 **Adjournment:** Ms. Cook motioned and Mr. Rizzo seconded to adjourn the meeting at 7:51 p.m. *Motion carried.*