

**Oxford Memorial Library  
Board of Trustees Meeting  
October 13, 2022**

Attending: Christine Gregoire, Jodi Carey, Bill Brower, Jeff Emerson, Julia Bogardus, Nancy Wilcox

The meeting was called to order at 7:01 pm by Julia Bogardus.

Nancy shared a presentation on Continuing Education for Board Trustees

Christine moves to accept the September minutes, Jodi seconds. Motion carried.

Treasurer's Report

The cash balances for September were \$282,391.62. Receipts for expenses for September were \$612. Total expenses for September were \$10,007. The budget is now at 73%, we are below the estimated monthly budget which should be around 75%. The check detail register for September was \$10,013.89.

Also reported in the Treasurer's report that we are still waiting to hear if the IRS will waive the late fee from the 990 form.

Christine motions to accept the September Treasurer's Reports, Jeff seconds. Motion passes.

Old Business

The security cameras are fixed.

We will have more of a follow up discussion to our NYSEG Electricity issue next month when Matt is present.

New Business

A discussion was held about library job descriptions. Nancy provided the job descriptions and at the November Board meeting, we will vote to approve the Treasurer's job description.

Committee Reports:

Nominating Committee:

Policy and Personnel:

Public Relations:

Building and Maintenance:

Jim Tefft fixed our front step issue. He completed the work with no charge and Nancy provided him with a Hoppies gift card for his generosity.

Budget:

TBCBRC:

### Director's Report

The Moore Memorial Library, Oxford Memorial Library and Guernsey Memorial Library are partnering with The Go-Won-Go Chapter of the National Society of the Daughters of the American Legion to collect personal hygiene items for the Veterans at the NYS Veterans' Home. Each library will have a box to collect items.

The 4CLS received a grant to purchase 50 Public Access computers. Oxford received 2 of these computers.

Oxtoberfest: the mini haunted house was a success and around 300 people went through it. We also held a booksale during Oxtoberfest which went well. The booksale continued for the next week and more money was brought in.

Scott Russell reached out to Nancy regarding his father, Merritt's interest in penmanship and his Spencerian/Palmer collection and asked if the library would be interested in the collection. Nancy feels that the library has a space available for the collection in the "local history" room.

Jeff made a motion to accept the collection and we will decide on how to display the collection at a later date. Julia seconded the motion, motion passes.

Jess coordinated with Becky Rosas at the Middle School for the 5th, 6th, and 8th grades to visit the library for tours in early October.

Nancy shared a copy of the 4CLS annual report with Oxford's circulation and interlibrary loan statistics.

### Trustee Comments

Christine brought up that we need to advertise more during Oxtoberfest since there is so much happening across the river.

Bill motions to adjourn, Jeff seconds. Meeting adjourned at 7:51 pm.

Next meeting: Thursday, November 10th @ 7:00 pm