

**Oxford Memorial Library  
Board of Trustees Meeting  
December 12, 2022**

Attending: Matt Voce, Jodi Carey, Bill Brower, Julia Bogardus, Jeff Emerson, Nancy Wilcox

The meeting was called to order at 7:02 pm by Matt Voce.

Julia moves to accept the November minutes, Bill seconds. Motion carried.

Treasurer's Report

The cash balances for November were \$275,030.95. Receipts for expenses for November were \$10,967. There was a donation of \$10,000 from the Jeffreys Foundation. Total expenses for November were \$9,063. The budget is now at 62%, which is slightly ahead of the projected 58%. The check detail register for November was \$9,062.88.

We are still waiting on a response from the IRS about our 990 fee waiver request.

Jeff motions to accept the November Treasurer's Reports, Julia seconds. Motion passes.

Old Business

Nancy looked into the Computer line entry on the Expense report to double check what those expenses were. We have determined that there is no line specified for the security system. The board recommended that April move the RCR and Blink expenses from the Computer line to the elevator line. For next year's budget we'll need to adjust our budget to include the security system (it will be combined with line 30 – Elevator Expenses). We have had multiple other charges that will now show under that line.

Matt contacted NYSEG multiple times last week regarding our bills and specifically a “demand charge” that appears to be charged every other month. He made an appointment for later in December with a local electrician to run a demand meter diagnostic test to figure out where the demand is coming from and the times it's coming from. Matt will continue to pursue this issue and keep the Board aware of what is happening.

New Business

The library clerks have submitted a request to look into purchasing and installing 3 new security cameras. Matt and Nancy will contact the security company and ask for a price quote.

Annual incentive: the Board discussed giving \$250 to Sue Pixley and April Ray and \$500 to Autumn Markowski, Nancy Morey, Jessica Tefft, and Nancy Wilcox as an annual incentive. Nancy will relay this information to April.

Committee Reports:

Nominating Committee:

Policy and Personnel:

A revised Treasurer's job description was presented at the October meet. Trustees have looked over the revised description.

Jeff motions to accept the Treasurer's job description as presented, Matt seconds. Motion carried. Bill abstains from voting.

Public Relations:

Building and Maintenance:

Budget:

TBCBRC:

Director's Report:

The Polar Express was held recently, 44 people were in attendance.

There was a slight issue with a group who used the Community Room and did not clean up sufficiently. Autumn politely and calmly addressed it. There is a policy in place that states each group needs to clean the meeting room after use.

The post on the one Handicapped Parking Sign has rusted off at the bottom of the base.

Steve Bachman has shared some information from NYS requiring trustees to receive a minimum of two hours training each year. In connection with this, libraries are required to adopt a policy and a sample draft policy was included. Steve and Nancy will continue to look into this.

Nancy has received two letters from NYS explaining how we can offer employees benefits without any cost to the library. One of the representatives has offered to present at a Board meeting if we are interested.

Trustee Comments

Bill motions to adjourn, Julia seconds. Meeting adjourned at 8:06 pm.

Next meeting: Thursday, January 12th @ 7:00 pm