

**Oxford Memorial Library
Board of Trustees Meeting
October 12, 2023**

Attending: Matt Voce, Christine Gregoire, Julia Bogardus, Caitlin Golden, Mike Ford, Bill Brower, Nancy Wilcox

The meeting was called to order at 7:00 pm by Matt Voce.

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

Treasurer's Report

The cash balances for September were \$311,702.35. Receipts for expenses for September were \$200. Total expenses for September were \$10,911.00. The budget is now remaining 72%, we are slightly below the estimated monthly budget which should be 75%. The check register for September was \$11,011.53.

Julia motions to accept the September Treasurer's Reports, Mike seconds. Motion passes.

April Ray submitted an engagement letter to the board. Christine motions to accept and Caitlin seconds.

Old Business

4cls Overdrive/ Libby restructuring fee- Discussed looking at the cost of books on circuit to offset new overdrive(aka Libby) costs.

RCR Cameras- Nancy Morey commented that only 2 of the 3 new cameras were installed.

When adjusted the 2 cameras still do not provide adequate views of the parking lot. (specifically the north side of the parking lot) Board previously approved 3 cameras with the understanding that if adjustments to cameras yields better view- we won't need a 3rd.

The Board would like more information from staff regarding what their main concern is with not seeing that portion of the parking lot on camera at all times.

Front porch- Lee Bull (the contractor chosen for fixing the front porch) will put the library into his schedule. The board will continue to explore options funding the remaining 10,000 needed to fund this renovation/restoration.

Fire Alarm System- Table conversation for now. Matt will continue to reach out to his contacts to resolve.

New Business

Jeffrey Grants- 2 \$5,000 grants were awarded the library, they are to be used for operating expenses.

Committee Reports

Nominating committee:

Policy and Personnel: Nancy Morey suggested amendment to staff vacation. She proposed a change to the vacation policy to state : After 10 years of employment by the library, vacation time will increase to 3 weeks of vacation- after 15 years of employment vacation time would increase to 4 weeks of vacation.

The board agrees to consider this and re-visit the discussion at the November meeting.

Building and Maintenance: Update on the NYS Library Construction Grant- 75/25 split resulting \$61,500 and a local match of \$20,500

Budget:

TBCBRC: Website underway, with hiring of a website designer- Josh Bagnall of Hourglass Media.

Director's Report

Updates on grants received and correspondence from NYS Library Construction Grant- see above.

Nancy provided information on the cost increase of e-books through overdrive as mentioned in the old business above.

Nancy has been attending Steering Committee meetings, and directors call meetings.

New staff member Gillian Mulder is doing a great job and conducting an adult program Oct.21st crocheting 'twiddlemuffs' to donate to local nursing homes and care facilities.

Trustee Comments:

None

Julia motions to adjourn, Bill seconds. Meeting adjourned at 8:06 pm.
Next meeting: Thursday, November 9th @ 7:00 pm