

**Oxford Memorial Library
Board of Trustees Meeting
November 9th, 2023**

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

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

Julia moves to accept the October minutes, Mike seconds. Motion carried.

Treasurer's Report

The cash balances for October were \$312,574.28. Receipts for expenses for October were \$10,316. Total expenses for October were \$9,444. The budget is now remaining at 67%, which is exactly where we are projected to be for the month. The check register for October was \$9,444. We received 2 donations from the Clara Jeffery Charitable Trust for \$10,000 total.

Bill motions to accept the October Treasurer's Reports, Caitlin seconds. Motion passes.

Old Business

The Board had a follow up discussion about the 4CLS Overdrive/Libby Restructuring Fee.

Caitlin made a motion to vote yes to the 4CLS Overdrive/Libby Restructuring fee. Mike seconds, motion passed.

The Board had a follow up conversation about our fire alarm system. We are waiting for an estimate from Dave Mulder.

Projector follow up - Christine is still working on finding a new projector.

New Business

Committee Reports

Nominating committee:

Public Relations:

Policy and Personnel: Follow up to last month's conversation about the currently Vacation Policy for Staff, which Nancy provided. Nancy Morey suggested an 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. Nancy also reached out to the other local libraries to see what their policies are and found that Oxford provides more than the other libraries as it currently is.

Julia made a motion to keep the vacation policy as currently is. Caitlin seconds. Bill abstained from the vote. Motion passes to keep the policy the same.

Long Range Plan: Nancy presented an updated Long Range Plan and asked that trustees look it over and send her any edits over the next month.

Building and Maintenance: There is a blown lightbulb at the corner of the driveway so we need to find someone with a bucket truck who can change it for us. Nancy will contact Ray Baldwin and see if he's willing to come.

Budget:

TBCBRC: Trish Kane is asking for permission to use \$2,500 of their funds to continue with digitalization. Caitlin made a motion to allow Trish to continue with the digitalization by spending another \$2,500. Bill seconds the motion, motion passed.

Director's Report

Pumpkin Shell has asked if they can bring the kids for a tour and eventually story time. Nancy is working on setting up dates.

5th and 6th graders came to visit the library recently.

Jess and Nancy are planning a special program for Homeschoolers.

Trustee Comments:

None

Julia motions to adjourn, Caitlin seconds. Meeting adjourned at 7:44 pm.
Next meeting: Thursday, December 14th @ 7:00 pm