

**MINUTES**  
**Oxford Public Library Board**  
**Wed., January 18, 2012**

The regular meeting of the OPL was called to order by President Duane Salswedel at 7 p.m. Present were Salswedel, Hoeflein, Offer, Rizzo, Davidson, Stilwell and Director Bryan Cloutier.

**Agenda approval:** *Motion by Hoeflein to approve the agenda was 2<sup>nd</sup>ed by Davidson and passed.*

**Approval of Minutes:** *Motion by Offer to approve the minutes, 2<sup>nd</sup>ed by Rizzo and passed.*

**Communications:** The Lake Orion Library announced the retirement of their director, Linda Sickles, with an invitation to an open house in her honor on Friday, January 27 from 4-7 p.m. at their library.

**Financial reports:** *Offer made the motion to approve financial reports for November 2011, 2<sup>nd</sup> by Rizzo and passed by unanimous roll call vote. The December reports were approved with a motion by Hoeflein, support by Davidson and passed by unanimous roll call vote.*

**Director's report:** Retirements were discussed, notably that of Randi Saunders, Youth Dept. assistant, who will remain on staff as substitute assistant in Youth, Teen and Adult Services. Oxford resident Kerry Roman was promoted from substitute librarian assistant to part-time librarian assistant for Youth and Teen Services. Head of Youth Services Shae Smith has announced her intent to retire on April 21, 2012. Applications and resumes will be accepted through March 16, with interviews probably on March 22 and 23, 2012.

Friends of the Oxford Library will conduct a used book sale on March 22 through 24, 2012. Members only pre-sale on Thurs, 3/22 from 10 to 11 a.m. Memberships may be purchased at the door for \$10.00. The general public sale hours are Thurs., 3/22, 11-8; Fri., 3/23 11-4; and Sat., 3/24, from 11 a.m. to 4 p.m.

The statistical report comparing 2010 to 2011 reflected increases in most categories, with the exceptions of computer usage, programs offered and program attendance, which were down. However, since tracking of wireless laptop usage has begun, the computer usage statistics likely will go up to reflect that.

The director announced that Rooftop Unit #2 is scheduled for replacement.

**Approval of bills:** *Offer made the motion to approve payment of November 2011 bills in the amount of \$32,697.45, 2<sup>nd</sup> by Hoeflein and passed by unanimous roll call vote. December 2011 bills in the amount of \$24,936.28 were approved by a motion by Rizzo, 2<sup>nd</sup> by Davidson and passed by unanimous roll call vote.*

**New business:** Director's Contract Renewal. With no changes or additions to the director's contract, Tom Offer questioned the necessity for a renewal vote. Discussion followed. To negate the need for a renewal vote, *Offer then made a motion to the effect that under the new Personnel Policy, in which the director is treated as a new hire and is subject to those policies, any changes to his employment status would be brought up at a board meeting, discussed and voted on. The motion was seconded by Rizzo and passed.*

*No audience.*

*Rizzo moved for adjournment, 2<sup>nd</sup> by Davidson.*

Next meeting will be Wed., February 15, 2012.

Respectfully submitted,  
Sue Stilwell, secretary