

Oxford Public Library

Regular Meeting

15 January 2014

7:00 PM

(Board Minutes)

Present: *Chair*, Duane Salswedel, *Vice-chair*, Kathy Hoeflein, *Treasurer*, Jean Davidson, *Secretary*, Sue Stilwell, *Trustee*, Tony Rizzo, *Trustee*, Lynn Royster, *Director*, Bryan Cloutier, also present was OCTV

Absent: None

01R.14.1 **Call to Order:** The Chairman called the meeting to order at 7:00 p.m.

01R.14.2 **Approval of Agenda:** The Chairman asked if there were any changes requested to the agenda. Hearing none, *Mr. Rizzo moved, Ms. Davidson seconded, to approve the agenda as presented. Motion carried.*

01R.14.3 **Approval of Minutes:** Minutes of the December 18, 2013 Board of Trustees meeting were mailed for review prior to the meeting. Chairman asked if there were any corrections necessary to the minutes. Hearing none, *Ms. Hoeflein moved, Ms. Royster seconded, to approve the minutes as presented. Motion carried.*

01R.14.4 **Communications:**

1. Oakland County Values—Oakland County Equalization

01R.14.5 **Approval of the Financial Reports:** Monthly financial reports were mailed for review prior to the meeting. Director gave an overview of each report and reconciliation. Chairman asked if there were any items in need of further explanation. Director pointed out that Oxford Bank had charged an absurd service charge for a “dormant” fee on the Oberg account. The Board concurred and requested that the Director investigate and bring back possible options on restructuring the Library Endowment Funds in an effort to avoid these types of fees in the future. *Ms. Stilwell moved, Ms. Davidson seconded, to approve the monthly financial reports and reconciliations as presented. Motion carried.* Reports approved were:

1. Budget v. Actual
2. OSB Checking Reconciliation
3. OSB Savings Reconciliation
4. Oakland County Reconciliation
5. Chase Bank Reconciliation
6. OPL Endowment Fund
7. Oberg Endowment Fund

01R.14.6 **Director’s Report:** The Director’s Report was mailed for review prior to the meeting. In addition to his annual “State of the Library”, Director reported that the new wireless infrastructure has been a complete success so far. The functionality and statistical data provided allows for a more accurate assessment and planning for future upgrades to electronic media within the Library facility.

Director also provided an update on the RFID tagging process and the lobby redesign to accommodate self-check. *No motion was made, as none was needed.*

01R.14.7 **Statistical Report:** The Statistical Report was mailed for review prior to the meeting. Director pointed out that overall numbers were up significantly overall. Only in a couple of areas did the numbers reflect a slight decline. However, even those numbers were so marginally insignificant of a difference from prior years to warrant any concerns. *No motion was made, as none was needed.*

- 01R.14.8 **Expense Report:** The Monthly Expense Report was mailed for review prior to the meeting. Chairman asked if there were any line items that needed further explanation. Hearing none, *Mr. Rizzo moved, Ms. Hoeflein seconded, to approve the bills in the amount of \$29,022.01. Motion carried.*
- 01R.14.9 **Reports of Committees:**
1. None.
- 01R.14.10 **Unfinished Business:**
1. None.
- 01R.14.11 **New Business:**
1. None.
- 01R.14.12 **Call to Audience:** Chairman made a call to the audience for any questions, concerns or comments. There were none.
- 01R.14.13 **Adjournment:** *Ms. Davidson moved, Ms. Stilwell seconded, that the meeting adjourn. Motion carried.*
The meeting adjourned at 7:38 p.m.

Minutes are respectfully submitted for consideration by Director, B. Cloutier on behalf of Secretary, S. Stilwell.