

# Oxford Public Library

Regular Meeting  
19 February 2014  
7:00 PM  
(Board Minutes)

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

**Absent:** None

02R.14.1 **Call to Order:** The Chairman called the meeting to order at 7:03 p.m.

*(A moment of silence in memoriam, Sue Stilwell)*

02R.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.

02R.14.3 **Approval of Minutes:** Minutes of the January 15, 2014 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, Mr. Rizzo moved, Ms. Hoeflein seconded, to approve the minutes as presented. Motion carried.

02R.14.4 **Communications:**

1. None.

02R.14.5 **Approval of the Financial Reports: 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 there was an overage noted to the SEP retirement account and that it would be adjusted during the budget adjustment. The overage was as a result of additional staff that was added to the plan due to eligibility. Ms. Hoeflein 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

02R.14.6 **Director's Report:** The Director's Report was mailed for review prior to the meeting. Director asked if there were any questions. There were none. No motion was made, as none was needed.

02R.14.7 **Statistical Report:** The Statistical Report was mailed for review prior to the meeting. Director asked if there were any questions. There were none. No motion was made, as none was needed.

02R.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. Royster seconded, to approve the bills in the amount of \$74,755.09. Motion carried.

02R.14.9 **Reports of Committees:**

1. None

02R.14.10 **Unfinished Business:**

1. None.

02R.14.11 **New Business:**

1. Election of Board Secretary: Due to the passing of Ms. Stilwell, the Board is required to appoint new Secretary. Nominations were taken. Mr. Rizzo volunteered to assume the role. *Ms. Hoeflein moved, Ms. Davidson seconded, to appoint Mr. Rizzo as Board Secretary. Motion carried.*
2. Appointment of Trustee: Due to the passing of Ms. Stilwell, the Board is required to appoint new Trustee. Potential candidates were reviewed for consideration. *Mr. Rizzo moved, Ms. Davidson seconded, to appoint Sian Marshall to fill the remaining term of Library Trustee through 2016. Motion carried.*
3. Carpet Replacement Proposal: Director informed the Board that he was working with the designers to get costs to re-carpet the public areas of the building. The current carpet is showing wear and ready to be replaced, and since the lobby is being redesigned it would only make sense to try to maximize costs and downtime by considering this project at this time. Director is awaiting costs and will report back to Board once the proposal is ready to present. *No motion was made, as none was needed.*
4. OB Endowment Funds: Director reported that by changing the two endowments from standard checking accounts to savings accounts, the Library would decrease the frequency of fees and charges. Likewise, it would also provide for better interest rates.

Director also reported that moving a large portion of the Library Endowment Funds into CDs could also yield a larger interest rate. *Ms. Davidson moved, Mr. Rizzo seconded, to authorize the Director to move both the Oberg and OPL Endowment Funds from standard checking accounts to savings accounts. Motion carried.*

There was discussion regarding the possibility of moving the majority of the funds to 12 month CDs. *Ms. Davidson moved, Ms. Hoeflein seconded, to authorize the Director to move \$5,000 from the Oberg Endowment Fund to a 12 month CD. Motion Carried.*

*Ms. Davidson moved, Mr. Rizzo seconded, to authorize the Director to move \$30,000 from the OPL Endowment Fund to a 12 month CD. Motion Carried.*

5. Headlee Override Ballot Proposal: Director recommended that the Library Board consider placing the Headlee Override (makeup) millage on the ballot in August. The timeline for certification was shared and discussion about DDA Tax Capture, a 10-year limitation versus perpetual, as well as campaign strategy was outlined. The Board concurred that a makeup millage was advisable if the Library is going to maintain hours, programs and services. *Ms. Davidson moved, Mr. Rizzo seconded, to authorize the Director to work with Anne Seurnyck, at Foster Swift to review preexisting language and to draft and/or modify said language to include a 10-year expiration period on a Headlee Override, to be placed on the ballot in August of 2014, in the amount of .4518, or the difference between 1.85 and 1.3982. Motion carried.*

02R.14.12 **Call to Audience:** Chairman made a call to the audience for any questions, concerns or comments. There were none.

02R.14.13 **Adjournment:** *Ms. Hoeflein moved, Ms. Davidson seconded, that the meeting adjourn. Motion carried.* The meeting adjourned at 8:59 p.m.