

Oxford Public Library

Regular Meeting

18 February 2015

7:00 PM

(Board Minutes)

- Present: *Vice Chair, Kathy Hoeflein, Treasurer, Jean Davidson, Secretary, Tony Rizzo, Trustee, Lynn Royster, Trustee, Julie Fracker, Director, Bryan Cloutier*
- Absent: *Chair, Duane Salswedel, Excused.*
- 02R.15.1 **Call to Order:** The Vice Chair called the meeting to order at 7:06 p.m.
- 02R.15.2 **Approval of Agenda:** The Vice Chair asked if there were any changes to the agenda. There were 2 items added to New Business. Mr. Rizzo motioned and Ms. Fracker seconded to approve the agenda as amended. *Motion carried.*
- 02R.15.3 **Approval of the Minutes:** The Minutes of the January meeting were mailed prior to the meeting. The Chair asked if there were any corrections to the minutes. Ms. Royster motioned and Ms. Davidson seconded to accept the minutes. *Motion carried.*
- 02R.15.4 **Communications/Presentation**
1. None
- 02R.15.5 **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. Ms. Davidson motioned and Mr. Rizzo seconded to accept the Financial reports. *Motion carried.*
1. Budget v. Actual
 2. OSB Checking reconciliation
 3. OSB Saving reconciliation
 4. Oakland County Reconciliation
 5. Chase Bank Reconciliation
 6. OPL Endowment Fund
 7. Oberg Endowment Fund
 8. OPL Endowment CD
 9. Oberg Endowment CD
- 02R.15.6 **Directors Report:**
The Library Friends are hosting their basket fund raiser to help offset the Smithsonian visit. We discussed the impact of closing the Library on Sunday. It appears that Saturday's have gotten busier. We had a discussion on the Library ILS (Circulation System). Our staff had meetings with the TLN staff and went to presentations on the migration to a new system. They met with Polaris (Innovative Interfaces Inc.), Carl (TLC) and Symphony (SirsiDynix). They are still getting the information together before they decide on the system that will be used.
- 02R.15.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.
- 02R.15.8 **Report:** The Expense report was mailed for review prior to the meeting. Ms. Davidson motioned and Ms. Fracker seconded to approve paying the bills in the amount of \$84,579.22. *Motion carried.*
- 02R.15.9 **Reports of Committees:**
1. None.
- 02R.15.10 **Unfinished Business:**
1. None.
- 02R.15.11 **New Business:**
1. Endowment Fund CD's.
We discussed renewing the Oxford Public Library Endowment Fund and the Oberg Endowment Fund. Ms. Davidson motioned and Ms. Fracker seconded to renew the CD's for 18 months. *Motion carried.*
 2. Public Computer replacement. There are 26 computers that are in need of replacement. The Monitors and Keyboards can be re-used. Mr. Rizzo motioned and Ms. Davidson seconded to spend \$18,122.00 on the purchase of 26 computers. *Motion carried.*
 3. Book cart. Mr. Rizzo motioned and Ms. Fracker seconded to give the spare book-cart to the Oak Park Library. *Motioned carried.*
- 02R.15.12 **Call to Audience:** Ms. Royster called to the audience with no one in attendance.
- 02R.15.13 **Adjournment:** Ms. Davidson motioned and Ms. Royster seconded to adjourn the meeting. *Motion carried.* The meeting was adjourned at 8:15 pm.