

## MINUTES

Oxford Public Library Board  
Wednesday, March 20, 2013

The regular meeting of the OPL Board members was called to order by vice chair Kathy Hoeflein at 7 p.m. Chairman Salswedel was absent due to illness. Present were Hoeflein, Offer, Rizzo, Davidson, Stilwell and Director Bryan Cloutier.

**Approval of the Agenda:** *Rizzo moved to approve the agenda as printed, 2<sup>nd</sup> by Davidson and passed.*

**Approval of Minutes:** *Rizzo made the motion to approve the February minutes, 2<sup>nd</sup> by Offer and passed unanimously.*

**Approval of Financial Reports:** Reports as presented in board packets were reviewed. *Motion to approve the reports was made by Stilwell, 2<sup>nd</sup> by Offer and passed by unanimous roll call vote.*

**Director's Report:** 1) Suspected firewall failure. Due to almost daily problems of staff connecting to the internet and circulation systems, a firewall failure was suspected. After consultation and monitoring with both Mike and Charter Communications, it was decided to order a new firewall at a cost of \$1,193.63. The new firewall's logs are more sophisticated and indicated one computer was infected with a virus, which in defense had caused the shutdown of the internet.

2) New staff members: Beth Grai, who replaces Cristan in the Youth Dept. and the substitute librarian assistant, Amy Hart, are both highly qualified and well-suited to serve the needs of library patrons.

Statistics are down somewhat from 2012.

**Approval of Bills:** *Offer moved to approve payment of the bills in the amount of \$55,883.51, 2<sup>nd</sup> by Rizzo and passed by unanimous roll call vote.*

No committee reports or unfinished business.

**New Business:** FY2013 Budget Adjustment: The director felt that some new expenses would be incurred, i.e. new chairs in the youth department and retrofitting of some computer tables. In order to accommodate the cost of these and other needed improvements, the fund balance would need to be increased from \$50,243 to \$67,075. *Offer made the motion to approve the revised FY2013 budget, 2<sup>nd</sup> by Rizzo and passed unanimously by roll call vote.*

*The motion to adjourn was made by Rizzo, 2<sup>nd</sup> by Davidson and passed.*

The next meeting will be Wednesday, April 17, 2013.

Respectfully submitted,  
Sue Stilwell, secretary