

# Oxford Public Library

Regular Meeting

19 March 2014

7:00 PM

(Proposed Minutes)

- Present:** *Chair, Duane Salswedel, Vice Chair, Kathy Hoeflein, Treasurer, Jean Davidson, Secretary, Tony Rizzo, Trustee, Lynn Royster, Trustee, Sian Marshall, Director, Bryan Cloutier, also present was OCTV*
- Absent:** None
- 03R.14.1 **Call to Order:** The Chairman called the meeting to order at 7:00 p.m.
- 03R.14.2 **Approval of Agenda:** The Chair asked if there were any changes requested to the agenda. Hearing none, *Ms. Hoeflein moved, Mr. Rizzo seconded, to approve the agenda as presented. Motion carried.*
- 03R.14.3 **Approval of the Minutes:** Minutes of the February 19 and Special Meeting March 12<sup>th</sup> were mailed for review prior to the meeting. Chairman asked if there we any corrections necessary to the minutes. Hearing none, *Mr. Rizzo moved and Ms. Royster seconded, to approve both minutes. Motion carried.*
- 03R.14.4 **Communications:**
1. None.
- 03R.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. Director mentioned that budget adjustments must be made in future months due to remodeling and new carpet. There was a discussion of the recent purchase of CD's for a better interest rate in the Endowment Fund and the Oberg Endowment Fund.  
*Ms. Hoeflein moved and Ms. Davidson seconded to accept the Financial Reports. Motion carried.*
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
  8. OPL Endowment CD
  9. Oberg Endowment CD
- 03R.14.6 **Director's Report:** The Director's report was mailed for review prior to the meeting. There was some discussion regarding the progress of the RFID and timing of the new desks and gates. We also discussed the Ballot language for the upcoming ballot.
- 03R.14.7 **Statistical Report:** The Statistical Report was mailed for review prior to the meeting. There was some discussion regarding slight decline in numbers probably due to weather.
- 03R.14.8 **Expense Report:** The Monthly Expense Report was reviewed prior the meeting. Director answered a few questions regarding vendors. *Mr. Rizzo moved and Ms. Marshall seconded to approve the bills in the amount of \$48,576.67. Motion carried.*
- 03R.14.9 **Reports of Committees:**
1. None
- 03R.14.10 **Unfinished Business:**
2. None
- 03R.14.11 **New Business:**
1. Ballot Language: *Ms. Davidson moved and Ms. Marshall seconded to Table the Ballot Language until more information is gathered. Motion carried.*
- 03R.14.12 **Call to Audience:** *Mr. Rizzo made a call to the audience, no one responded.*
- 03R.14.13 **Adjournment:** *Ms. Davidson moved and Mr. Rizzo seconded, that the meeting adjourn. Motion carried. The meeting was adjourned at 8:00p.m.*