

Oxford Public Library

Regular Meeting

18 May 2016

7:00 PM

(Board Minutes)

- Present: *President, Duane Salswedel, Vice President, Kathy Hoeflein, Treasurer, Jean Davidson, Secretary, Tony Rizzo, Trustee, Julie Fracker, Director, Bryan Cloutier.*
- Absent: Trustee, Lynn Royster (excused)
- 05R.16.1 **Call to Order:** The Chair called the meeting to order at 7:04 p.m.
- 05R.16.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Hearing none Mr. Rizzo motioned and Ms. Fracker seconded to approve the agenda. *Motioned carried.*
- 05R.16.3 **Approval of the Minutes:** The Minutes of the February meeting were mailed prior to the meeting. The Chair asked if there were any corrections to the minutes. Ms. Fracker motioned and Ms. Davidson seconded to accept the minutes. *Motion carried.*
- 05R.16.4 **Communications/Presentation**
1. FY 2015 Audit Report-*Rana Emmons*; PSLZ, LLP: Ms. Emmons discussed the audit that was submitted.
 2. 2015 Financial Summary –*Oakland County*
- 05R.16.5 **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 Ms. Hoeflein 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
- 05R.16.6 **Directors Report:** We discussed the recent and upcoming staff changes. After serving for 27 years with OPL Nancy Weir is retiring. The job has been posted. Jennifer Fruk will be leaving the Youth services department. An existing employee will be stepping up to that position. There was a discussion about the Server migration. Mr. Shackelford will be making the change on the Memorial Day recess.
- 05R.16.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.
- 05R.16.8 **Expense Report:** The Expense report was mailed for review prior to the meeting. Ms. Davidson motioned and Ms. Fracker seconded to approve the bills in the amount of \$30,978.32. *Motion carried.*
- 05R.16.9 **Reports of Committees:**
1. None
- 05R.16.10 **Unfinished Business:**
1. Patron Code of Conduct: Ms. Hoeflein motioned and Mr. Rizzo seconded the approval of the new Patron Code of Conduct. *Motion carried.*
- 05R.16.11 **New Business:**
1. Server Replacement: Mr. Rizzo motioned and Ms. Fracker approved to replace the failing Server for \$7754.68 *Motioned carried.*
 2. FY 2015 Audit Report: Ms. Hoeflein motioned and Ms. Davidson seconded to approve the Audit Report. *Motion carried.*
 3. Saturday, July 2, 2016 / Furlough Day: Ms. Fracker motioned and Ms. Davidson seconded to have July 2nd as a Furlough Day. *Motioned carried.*
- 05R.16.12 **Call to Audience:** Mr. Rizzo called to the audience with no one in attendance.
- 05R.16.13 **Adjournment:** Ms. Hoeflein motioned and Ms. Davidson seconded to adjourn the meeting. *Motion carried.* The meeting was adjourned at 8:04 pm.