

## Oxford Public Library

Regular Meeting

May 17, 2017

7:00 PM

(Board Minutes)

Present: *President, Kathy Hoeflein, Vice President, Tony Rizzo, Treasurer, Jean Davidson, Secretary, Julie Fracker, Trustee, Lynn Royster, Trustee, DuAnne Cook, Director, Bryan Cloutier*

Absent: None

05R.17.1 **Call to Order:** The President called the meeting to order at 7:02 p.m.

05R.17.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned and Ms. Davidson seconded to approve the agenda. *Motioned carried.*

05R.17.3 **Approval of the Minutes:** The Minutes of the May meeting were mailed prior to the meeting. The Chair asked if there were any corrections to the minutes. Ms. Royster motioned and Ms. Fracker seconded to accept the minutes. *Motion carried.*

05R.17.4 **Communications/Presentation:**  
None

05R.17.5 **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. Mr. Rizzo motioned and Ms. Royster 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.17.6 **Directors Report:**

1. TLN Shared System
  - a. TLN Shared System Library Directors voted to enter into contract with TLC Carl for the ILS (checkout system and catalog).
  - b. Staff will review the product, along with Innovative Polaris (III), to determine the best system for the library. The choice will then be made and migration to the selected system will occur during the first or second quarter of 2018.
2. Staff Changes and Assignments
  - a. Mark Upson, Librarian Assistant in our Youth and Teen Services Departments, has resigned. Mary Cowles, a Clerk in our Support Services Department, has been promoted to Librarian Assistant in our Youth and Teen Services Department. Jennifer Bidock has accepted a Circulation Clerk position. And Margaret Skylis has accepted a Library Page position.
3. Hold Option Available for Recommended Reads in Self-Checkouts
  - a. The *Recommended Reads* feature that operates within *NovelList Select* product is now active on self-checkout machines. Also, we worked with 3M Bibliotheca to activate the patron holds feature which enables library patrons to place a hold on any *Recommended Reads* title from the self-checkout interface.
4. Collaborative Meeting with Oxford Schools Officials
  - a. Staff met with Oxford Community Schools' staff to discuss collaborative efforts between Oxford Community Schools and Oxford Public Library.

05R.17.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

05R.17.8 **Expense Report:** The Expense report was mailed for review prior to the meeting. Ms. Davidson motioned and Mr. Rizzo seconded to approve the bills in the amount of \$32,341.09 *Motion carried.*

05R.17.9      **Reports of Committees:**

1. None

05R.17.10      **Unfinished Business:**

1. None

05R.17.11      **New Business:**

1. Statistical Reports were mailed for review prior to the meeting. Mr. Cloutier outlined the adjustments to be made to the Ms. Davidson made a motion to accept the budget adjustment in the amount of \$90,105. Ms. Fracker seconded. *Motion carried.*
2. Weeding and Mulch
  - a. Board reviewed three proposals and selected Hi-Hill Lawn Service to provide weeding and mulch services for the exterior library grounds. Motion to approved estimate for services made by Mr. Rizzo and seconded by Ms. Royster. *Motion carried.*
3. Endowment CD Rates
  - a. Decision was made to move endowment funds to 24-month CDs. \$3,000 will be moved from the OPL fund and \$1,000 from the Oberg fund. Mr. Rizzo motioned and Ms. Davidson seconded to move funds into CDs as discussed. *Motioned carried.*
4. Parking Lot Light Upgrade
  - a. K&S Ventures issued two estimates to replace the park lot LED lighting one with motion sensors and another without. Ms. Cook made a motion to approve the lighting upgrade with motion sensing devices for the amount of \$12,400. Mr. Rizzo seconded. *Motion carried.*

05R.17.12      **Call to Audience:** A call was made to the audience with no one in attendance.

05R.17.13      **Adjournment:** Ms. Davidson motioned and Ms. Fracker seconded to adjourn the meeting at 8:30. *Motion carried.*