

## MINUTES

Oxford Public Library Board  
Wednesday, August 21, 2013

The regular meeting of the OPL Board was called to order at 7:05 p.m. by Chair/Pres. Duane Salswedel. Present were Salswedel, Hoeflein, Offer, Rizzo, Davidson, Stilwell and Director Cloutier.

**Approval of Agenda:** *Rizzo made the motion to approve the agenda as presented in our board packet, 2<sup>nd</sup> by Hoeflein and passed.*

**Approval of Minutes:** *Motion by Offer to approve the July minutes, 2<sup>nd</sup> by Rizzo and passed.*

**Communications:** 1) Resolution Signature Request from Oxford Bank, carried out before meeting. 2) Library Systems Quote from 3M of \$87,056.00 for installation of 3M RFID Self-check system.

**Approval of Financial Reports:** *Davidson made the motion to approve the financial reports, 2<sup>nd</sup> by Hoeflein and passed by unanimous roll call vote.*

**Director's Report:** The library has received an anonymous gift of \$13,640, sent through a small community foundation. At the request of the donor, these funds will be used to support programs and services in the Youth and Teen Services Depts., specifically to set up a collection and services geared to special needs children and teens, including perhaps Crossroads youth. Bryan and Kim Burean, head of Youth Services will visit Bloomfield Twp. Public Library to tour their Youth Services Special Needs collection.

Charli Osborne and her teen department, will be investigating various online databases that could help students with their homework questions.

**Statistics are up in most categories from 2012.**

**Approval of Bills:** *Offer moved to approve payment of bills in the amount of \$31,279.55, 2<sup>nd</sup> by Stilwell and passed by unanimous roll call vote.* It was noted that the new server and landscaping bills will be included in next month's report.

**Unfinished business:** 3M RFID Conversion. RFID and self-check system was recommended by the director, who cited the advantage of speed in self-checkout and scanning, freeing up employees to be more time efficient and accessible to patrons. A welcome desk and reconfiguration of the front lobby would be undertaken by Library Design Associates with Chris de Bear consulting with Bryan.

Jean Davidson questioned how any loss of internet connection would affect the system; would there be backup? Kathy Hoeflein asked about the life expectancy of the system. Software would be updated as needed.

The director estimated a cost of between \$45,000 and \$65,000 for lobby redesign to accommodate the conversion.

*Davidson made a motion for the director to meet with Chris de Bear and Library Design Associates for planning the design element of the lobby reconfiguration, at a cost not to exceed \$7,500. Rizzo 2<sup>nd</sup>, and passed by unanimous roll call vote. (LDA would invoice planning services at \$125 per hour, only if the Board and Director had authorized the work to be done, then cancelled the improvements.)*

**New Business:** 1) 2014 Budget and millage rate: The budget was discussed line item by line item. *Motion to approve the 2014 budget and allow the township to levy the maximum allowable millage rate was made by Hoeflein, 2<sup>nd</sup> by Davidson, and passed by unanimous roll call vote.*

2) User profile change: *Davidson moved to change the classification of non-resident business patrons to that of "shared system user guest." Rizzo 2<sup>nd</sup>, motion passed.*

No audience.

*Motion to adjourn by Stilwell, 2<sup>nd</sup> by Offer.*

Next meeting will be Wednesday, Sept. 18, 2013.

Respectfully submitted,  
Sue Stilwell, secretary