

Oxford Public Library

Regular Meeting

17 August 2016

7:00 PM

(Board Minutes)

- Present: *President, Duane Salswedel, Vice President, Kathy Hoeflein, Treasurer, Jean Davidson, Secretary, Tony Rizzo, Trustee, Lynn Royster, Trustee, Julie Fracker, Director, Bryan Cloutier.*
- Absent: None
- 08R.16.1 **Call to Order:** The Chair called the meeting to order at 7:05 p.m.
- 08R.16.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Hearing none, Mr. Rizzo motioned and Ms. Hoeflein seconded to approve the agenda. *Motioned carried.*
- 08R.16.3 **Approval of the Minutes:** The Minutes of the July meeting were mailed prior to the meeting. The Chair asked if there were any corrections to the minutes. After amending the wrong month, (February in lieu of June) Ms. Hoeflein motioned and Ms. Davidson seconded to accept the minutes. *Motion carried.*
- 08R.16.4 **Communications/Presentation**
1. Budget Hearing; The Chair called the Budget Hearing meeting to commence at 7:10 p.m. We discussed the 2017 Budget very thoroughly, line by line. It was mentioned that the budget is very tight and if we needed any capital improvements that it would have to come from the fund balance. The meeting ended at 7:50 p.m.
- 08R.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 Mr. Rizzo 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
- 08R.16.6 **Directors Report:** The Director mentioned in his report that he is finalizing the schedule of topics for the staff in-service day. They will be having an internal strategic planning session. We are fortunate to have the Friends of the Library do to their support so that we can maintain the same level of programming that we have. Thank you Friends.
- 08R.16.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.
- 08R.16.8 **Expense Report:** The Expense report was mailed for review prior to the meeting. Mr. Rizzo motioned and Ms. Hoeflein seconded to approve the bills in the amount of \$35,992.44. *Motion carried.*
- 08R.16.9 **Reports of Committees:**
1. None
- 08R.16.10 **Unfinished Business:**
1. None
- 08R.16.11 **New Business:**
1. FY 2017 Budget. Ms. Davidson motioned and Ms. Fracker seconded to approve the 2017 Budget that was presented by the director. *Motion carried.*
 2. OPL & Oberg Endowment CD's. Ms. Davidson motioned and Ms. Fracker seconded to have the director Check for the best rates to put our CD's into. *Motion carried.*
- 08R.16.12 **Call to Audience:** Mr. Fracker called to the audience with no one in attendance.
- 08R.16.13 **Adjournment:** Mr. Rizzo motioned and Ms. Hoeflein seconded to adjourn the meeting. *Motion carried.* The meeting was adjourned at 7:50pm.