

Oxford Public Library

Regular Meeting

August 16, 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

08R.16.1 **Call to Order:** The President called the meeting to order at 7:16 p.m.

08R.16.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Ms. Davidson motioned and Mr. Rizzo seconded to approve the agenda. *Motioned carried.*

08R.16.3 **Approval of the Minutes:** The Minutes of the June meeting were mailed prior to the meeting. The Chair asked if there were any corrections to the minutes. Ms. Royster motioned and Mr. Rizzo seconded to accept the minutes. *Motion carried.*

08R.16.4 **Communications/Presentation:**

1. Year 18 Budget Hearing. Closed at 8:06pm.

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. Fracker 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 #1
9. OPL Endowment CD #2
10. Oberg Endowment CD #1
11. Oberg Endowment CD #2

08R.16.6 **Directors Report:**

1. Dr .Lee Meadows to Speak on “Civility” at Staff In-Service
 - a. Dr. Meadows will meet with staff to discuss good, civil, customer service at the upcoming staff in-service in October. He will return in the winter to have a similar conversation with the public.
2. Oxford Public Library FY 2018 Budget Hearing
 - a. Director is making final adjustments and calculations to the fiscal year 18 budget and will bring budget to the board for consideration and approval at the August meeting.
3. Flipster Online Magazine Subscription Database
 - a. Staff evaluated Flipster and Zinio online magazine subscription databases to be implemented in January 2018. The vote among staff was unanimous in favor of Flipster. It can be customized for Oxford Public Library patrons and has a good graphical interface. Annual cost will be between \$4,000-6,000. It is built in the Year 18 budget.

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. Davidson seconded to approve the bills in the amount of \$95,671.94 *Motion carried.*

08R.16.9 **Reports of Committees:**

1. None

08R.16.10 **Unfinished Business:**

1. None

08R.16.11

New Business:

1. Year 18 Budget. Ms. Davidson motioned to approve the fiscal year budget in the amount of \$1,168,030 and to levee the maximum allowable amount under the Headlee Amendment. Ms. Royster seconded. *Motion carried.*
2. Teen Services – Computer Task Chairs
 - a. Current teen computer chairs are in a state of disrepair. Library Design Associates provided a proposal for six new computer lab chairs. Ms. Fracker made motion to purchase the chairs in the amount of \$1,890.00. *Motion carried.*

08R.16.12

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

08R.16.13

Adjournment: Ms. Davidson motioned and Ms. Fracker seconded to adjourn the meeting at 8:41pm. *Motion carried.*