

Oxford Public Library

Regular Meeting
21 October 2015
7:00 PM
(Board Minutes)

Present: Duane Salswedel, President; Kathy Hoeflein, Vice President; Lynn Royster, Trustee;
Julie Fracker, Trustee; Bryan Cloutier, Director

Absent: Tony Rizzo, Secretary (excused); Jean Davidson, Treasurer (excused)

10R.15.1 **Call to Order:** The meeting was called to order at 7:05 p.m.

10R.15.2 **Approval of Agenda:** The Chair asked if there were any changes needed to be made to the agenda. Hearing none, *Ms. Hoeflein moved, Ms. Royster seconded, to approve the agenda as presented. Motion carried.*

10R.15.3 **Approval of Minutes:** The Chair asked if there were any changes needed to be made to the 09R.15 minutes. Hearing none, *Ms. Fracker moved, Ms. Hoeflein seconded, to approve the minutes as presented. Motion carried.*

10R.15.4 **Communications / Presentations:**

1. None.

10R.15.5 **Approval of the Financial Reports:** The monthly Financial Reports were distributed the Board prior to the meeting for review. The Director went over the Financial Reports and asked if there were any questions. Hearing none, *Ms. Royster moved, Ms. Fracker seconded, to approve the Financial Reports as presented. Motion Carried.*

1. Budget v. Actual
2. OB Checking Reconciliation
3. OB Savings 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

10R.15.6 **Director's Report:** The Director's Report was distributed to the Board prior to the meeting. The Director shared with the Board that he met with the staff on Monday, October 12 (Columbus Day) for their staff in-service. The day's activities consisted of pre-strategic planning and department meetings. Sandy Gilmore was awarded OPL Public Servant of the Year. *No motion was made as none was needed.*

10R.15.7 **Statistical Reports:** The monthly Statistical Report was distributed to the Board prior to the meeting. The Director reviewed both the monthly and year-to-date report and asked if there were any questions. Overall, the library remains steadily busy. *No motion was made as none was needed.*

10R.15.8 **Expense Report:** The Expense Report was distributed to the Board prior to the meeting. The Director asked if there were any expenses needing clarification. There were none. *Ms. Hoeflein moved, Ms. Fracker seconded, to approve the bills in the amount of \$23,673.38. Motion carried.*

10R.15.9 **Reports of Committees:**

1. Personnel Committee—Director's Annual Evaluation: The Director and the Board reviewed the results of the Personnel Committee together. There were no concerns between the Director and the Board in terms of performance. Both were pleased with the direction of the library and its strategic initiatives—resulting an overall rating of highly proficient/commendable. *No motion was made as none was needed.*

10R.15.10 **Unfinished Business:**

1. None.

10R.15.11 **New Business:**

1. Lawn Maintenance Quotes: The Director presented the results of solicited quotes for lawn maintenance. The consensus of the Board was to postpone any decision until the whole Board could be present at the next regular schedule meeting in November. *No motion was made as none was needed.*
2. Snow Removal Quotes: The Director presented the results of solicited quotes for snow removal. The consensus of the Board was to postpone any decision until the whole Board could be present at the next regular schedule meeting in November. *No motion was made as none was needed.*
3. Interior Painting Quotes: The Director presented the results of solicited quotes for interior painting. The consensus of the Board was to postpone any decision until the whole Board could be present at the next regular schedule meeting in November. *No motion was made as none was needed.*
4. Close December 26 & January 2 Furlough Days: The Director requested Board's consideration to include both December 26 and January 2 as closed holidays to be treated as furlough days. *Ms. Royster moved, Ms. Fracker seconded, to approve December 26 and January 2 as closed furlough days. Motion carried.*

10R.15.12 **Call to Audience:** None present.

10R.15.13 **Adjournment:** *Ms. Hoeflein moved, Ms. Royster seconded, to adjourn the meeting.* The meeting adjourned at 8:15 p.m.