

Oxford Public Library

Regular Meeting
19 November 2014
7:00 PM
(Board Minutes)

Present: *Chair*, Duane Salswedel, *Vice Chair*, Kathy Hoeflein, *Treasurer*, Jean Davidson, *Trustee*, Lynn Royster, *Trustee*, Julie Fracker, *Director and acting secretary*, Bryan Cloutier, also present was *Head of Teen Services*, Sian Marshall, and OCTV.

Absent: *Secretary*, Tony Rizzo, (*excused*).

11R.14.1 **Call to Order:** The Chair called the meeting to order at 7:05 p.m.

11R.14.2 **Approval of Agenda:** The Chair asked if there were any changes to the agenda. There were none. *Ms. Hoeflein motioned and Ms. Royster seconded to approve the agenda.* Motion carried.

11R.14.3 **Approval of Minutes:** The Minutes of the October meeting were mailed prior to the meeting for review. The Chair asked if there were any corrections to the minutes. There were none. *Ms. Davidson motioned and Ms. Fracker seconded to accept the minutes.* Motion carried.

11R.14.4 **Communications / Presentations:**

1. Smithsonian Exhibition Opening Reception Invitation

11R.14.5 **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. Hoeflein motioned and Ms. Davidson seconded to accept the financial reports.* 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

11R.14.6 **Director's Report:** Director gave an update on the status of the Smithsonian Exhibit that will be on display at the Library starting December 6, 2014—February 1, 2015. Docents are in training and everything seems to be coming together. Also discussed was a recap of the November election results. It was a very disappointing outcome, but everyone will do their best to keep some form of normalcy during the transition to close on Sundays beginning January 1, 2015.

Director asked the Board to consider meeting in December because of the necessity to approve a year-end budget adjustment. The Board agreed to meet in December; the next meeting was scheduled for Wednesday, December 17, 2014.

- 11R.14.7 **Statistical Reports:** The Statistical report was mailed for review prior to the meeting.
- 11R.14.8 **Expense Report:** The Expense report was mailed for review prior to the meeting. *Ms. Davidson motioned and Ms. Royster seconded to approve paying the bills in the amount of \$28,678.64. Motion carried.*
- 11R.14.9 **Reports of Committees:**
1. None.
- 11R.14.10 **Unfinished Business:**
1. Millage Follow-up—Ms. Marshall expressed to the Board her own perceived disconnect between the workloads of staff as a Board member, versus being on the Management Team. She expressed that prior to rejoining the OPL team—she had only prior experience to pull from. She had not realized how hard the team worked behind the scenes to make OPL as successful as it is. When she was earlier employed by OPL there were considerably more staff to do the work—today, those numbers have been reduced considerably, yet the quality of service has not failed to meet the demands of the public. She shared with both Administration and the Board that if there is any way to redistribute staffing hours lost due to Sunday closures and potentially weekly hour reductions—that is be considered before reducing staffing levels beyond their present state. Director stated that his intention is to not redistribute all of the Sunday hours, but to consider department librarian hours a priority for redistribution, as well as any hours resulting in a weekly reduction should that occur.
- 11R.14.11 **New Business:**
1. Y14 Budget Adjustment: Director stated that he would have a year-end budget adjustment ready by the December meeting for consideration.
2. Y15 Budget Adjustment: Director indicated that Y15 budget adjustment is already projected to be necessary. This would be brought back to the Board for adoption during the 1st Quarter of 2015.
3. Y15 Operational Hours Change: Director is investigating the possibility of bringing additional weekly operational hours reductions to the Board for consideration. The schedule change could be scaling back from a 9:00 p.m. closing Monday through Thursday, to closing at 8:00 p.m.—with those staffing hours being redistributed to help off-set the demand in workload. No decision was made at this time.
4. Staffing Issues: Director expressed a concern regarding not having a building superintendent/maintenance person on staff more than 12 hours, 3 days a week. Since he is in the process of hiring for this position—he would like to see this position return to a 20 hours, 5 days per week position with limited benefits as set forth in the policy. *Ms. Davidson motioned and Ms. Hoeflein seconded to approve returning the building maintenance position to 5 days, 20 hours per week. Motion carried.*

5. Building & Grounds Maintenance Issues—Fund Balance Reallocation: Director shared a list of items/building and grounds issues that he feels needs to be a priority in the spring. Each of these items would require reallocation of funds from the Fund balance to cover the expense for them. The list includes, but is not limited to: replacement of all public computers; resurface and stripe public and staff parking lots and boulevard; replace landscaping along the public parking lot where row of cedars are currently dead; repair or replace all cedar shakes and stain/seal; repair water damage to drywall and paint interior of building; replace tables in the community room with more lightweight models. Consensus of the Board was that these were items needing attention. Ms. Fracker concurred, but cautioned everyone to be mindful of how these changes are implemented.

11R.14.12

Call to Audience: A call was made to the audience for public comment, no one commented.

11R.14.13

Adjournment: *Ms. Hoeflein motioned and Ms. Davidson seconded to adjourn the meeting.* Motion carried. The meeting was adjourned at 8:45 pm.