

Oxford Public Library

Regular Meeting

November 16, 2016

7:00 PM

(Board Minutes)

- Present: *President, Duane Salswedel, Vice President, Kathy Hoeflein Treasure, Jean Davidson, Secretary, Tony Rizzo, Trustee, Lynn Royster, Trustee, Julie Fracker, Director, Bryan Cloutier*
- Absent: None
- 11R.16.1 **Call to Order:** The Chair called the meeting to order at 7:00 p.m.
- 11R.16.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Hearing none, Ms. Hoeflein, motioned and Mr. Rizzo seconded to approve the agenda. *Motioned carried.*
- 11R.16.3 **Approval of the Minutes:** The Minutes of the October meeting were mailed prior to the meeting. The Chair asked if there were any corrections to the minutes. Ms. Davidson motioned and Ms. Fracker seconded to accept the minutes. *Motion carried.*
- 11R.16.4 **Communications/Presentation**
1. None
- 11R.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. Mr. Rizzo motioned and Ms. Hoeflein 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
- 11R.16.6 **Directors Report:** The Director discussed the Strategic Plan 2020 with the staff. In early 2017 he will bring it to the Board for authorization. The Director is in the process of assisting Saint Augustine's Lutheran Monastery with their library and the search for Librarian. Library Friends are able store books at the Oxford Township Hall. We had a quick discussion about an expansion to the Library. We discussed the closing of Library on the Mondays after the Holidays as the Township had done.
- 11R.16.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.
- 11R.16.8 **Expense Report:** The Expense report was mailed for review prior to the meeting. Ms. Fracker motioned and Ms. Davidson seconded to approve the bills in the amount of \$21,832.33. *Motion carried.*
- 11R.16.9 **Reports of Committees:**
1. Personnel-Directors Evaluation: The Committee of Ms. Davidson, Ms. Fracker and Mr. Rizzo met before the Board Meeting to discuss the process with the Director.
- 11R.16.10 **Unfinished Business:**
1. None
- 11R.16.11 **New Business:**
1. Library Holiday Closure December 26th. Ms. Davidson motioned and Mr. Rizzo seconded to close the Library on December 26. *Motion carried.*
 2. Library Holiday Closure January 2nd. Ms. Fracker motioned and Ms. Royster seconded to close the Library on January 2nd. *Motion carried.*
 3. Proposed LED Conversion Project. Mr. Rizzo motioned and Ms. Davidson seconded to accept the proposal of \$27,300.00 to upgrade the remaining lighting at the Library. *Motion carried.*
- 11R.16.12 **Call to Audience:** Ms. Hoeflein made a to the audience with Rose Bejma, Sue Bossardet, Elgin Nichols in attendance. All our guests had fine things to say about Mr. Salswedel as it is his last official meeting. He will surely be missed by all the board members, the Director and our community.
- 11R.16.13 **Adjournment:** Ms. Hoeflein motioned and Ms. Davidson seconded to adjourn the meeting. *Motion carried.* The meeting was adjourned at 7:48 pm.