

## Oxford Public Library

Regular Meeting

December 21, 2016

7:00 PM

(Board Minutes)

Present: *Vice President, Kathy Hoeflein Treasurer, Jean Davidson, Secretary, Tony Rizzo, Trustee, Lynn Royster, Trustee, Julie Fracker, Director, DuAnne Cook, Bryan Cloutier, Curtis Wright, Oxford Township*  
Absent: None

*Mr. Wright, Township Clerk, swore in the Oxford Library trustees before the meeting.*

12R.16.1 **Call to Order:** The Vice Chair called the meeting to order at 7:05 p.m.

12R.16.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Hearing none, Ms. Davidson, motioned and Ms. Royster seconded to approve the agenda. *Motioned carried.*

12R.16.3 **Approval of the Minutes:** The Minutes of the November meeting were mailed prior to the meeting. The Chair asked if there were any corrections to the minutes. Mr. Rizzo motioned and Ms. Davidson seconded to accept the minutes. *Motion carried.*

12R.16.4 **Communications/Presentation:**

1. Election of Officers:
  - a. President: Mr. Rizzo motioned and Ms. Fracker seconded to elect Ms. Hoeflein as President. *Motion Carried.*
  - b. Vice President: Ms. Hoeflein motioned and Ms. Davidson seconded to elect Mr. Rizzo as Vice President. *Motion carried.*
  - c. Treasurer: Ms. Hoeflein motioned and Ms Royster seconded to elect Ms. Davidson as Treasure. *Motion carried.*
  - d. Secretary: Ms. Davidson motioned and Mr. Rizzo seconded to elect Ms. Fracker as Secretary. *Motion carried.*
2. Letter of Appreciation: A letter was received from Crossroads for Youth thanking the Library for the book donation.

12R.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. Davidson 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

12R.16.6 **Directors Report:**

1. The ongoing LED Conversion was discussed. The results are very pleasing.
2. APlus Tree Service was contracted to trim back an Oak tree that was creating a hazard.
3. We discussed the Central Michigan University, Clarke Historical library traveling exhibit that will take place on January 13, 2017. Sherman Publications will also complement the exhibit with a fireside chat on January 27, 2017. Some other items are being used from the historical museum. On February 3, 2017 another fireside chat by the Director and Susan Bossardet highlighting local history.
4. The library is getting some new Databases: NoveList Select Plus, Rosetta Stone, and Consumer Reports.
5. The Director will be running for an office on the Michigan Library Association Board.

- 12R.16.7       **Statistical Report:** The Statistical report was mailed for review prior to the meeting.
- 12R.16.8       **Expense Report:** The Expense report was mailed for review prior to the meeting. Mr. Rizzo motioned and Ms. Fracker seconded to approve the bills in the amount of \$37,060.89. *Motion carried.*
- 12R.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.
- 12R.16.10      **Unfinished Business:**
1.       None
- 12R.16.11      **New Business:**
1.       Authorization to update Board Signers on Account: Ms. Davidson motioned and Ms. Fracker seconded to have Ms. Davidson and Ms. Hoeflein as our approved signers. *Motion carried.*
  2.       2016 Year-end Budget Adjustments: Ms. Davidson motioned and Ms. Fracker seconded to approve the year end Budget adjustment as presented. *Motion carried.*
  3.       Holiday Closings 2017: Ms. Davidson motioned and Ms. Royster seconded to approve the Holiday closing schedule as presented. *Motion carried.*
- 12R.16.12      **Call to Audience:** A call was made to the audience with no one in attendance.
- 12R.16.13      **Adjournment:** Ms. Davidson motioned and Ms. Fracker seconded to adjourn the meeting at 8:00. *Motion carried.*