

MINUTES  
Oxford Public Library Board  
January 16, 2013

Chairman Salswedel called the regular library board meeting to order at 7 p.m. Members present were Salswedel, Hoeflein, Rizzo, Davidson, Stilwell and Director Cloutier. Offer was excused.

**Approval of the Agenda:** *Hoeflein made the motion to approve the agenda as presented in the board packet, 2<sup>nd</sup> by Rizzo and passed.*

**Approval of Minutes:** *Davidson moved to approve the November 2012 minutes, 2<sup>nd</sup> by Hoeflein and passed.*

No communications.

**Approval of Financial Reports:** *Motion by Stilwell, 2<sup>nd</sup> by Rizzo, to approve the financial reports for the months of November and December, passed by unanimous roll call vote.*

**Director's Report:** As stated in the board packet, the Oxford Public Library has delivered extensive services to Oxford Township residents in the form of internet access, educational programs, meeting rooms, delivery to homebound patrons, and a large inventory of books, CDs, movies and periodicals available for borrowing, and still managed to come in under budget in 2012 by \$4,000. This was done despite declining tax revenues, thanks to conservative budgeting principles and an excellent staff of professional and paraprofessional librarians.

**Statistical report:** The statistics for 2011 and 2012 bear out the much increased usage in all categories for 2012.

**Approval of bills:** *Rizzo made the motion to approve payment of November bills in the amount of \$31,860.52, 2<sup>nd</sup> by Davidson and passed by unanimous roll call vote. Hoeflein moved to pay December bills of \$35,878.77, 2<sup>nd</sup> by Davidson and passed unanimously by roll call vote.*

**New Business:** 1) The board meeting schedule for 2013 (3<sup>rd</sup> Wednesday of every month) was adopted following motion by Davidson, 2<sup>nd</sup> by Rizzo and passed.

2) Photocopy machines: Present copy machines are over 16 years old and breaking down frequently. A proposal was presented by *Ricoh* for two machines, adding color, collating and stapling for a combined cost of \$17,306 and shared monthly maintenance costs of \$240.90. The library would charge 10 cents each for black and white copies, 50 cents each for color copies. *Hoeflein made the motion to purchase two copiers with shared maintenance costs, 2<sup>nd</sup> by Rizzo and passed by unanimous roll call vote.*

*The motion to have Ricoh dispose of the old copiers was made by Davidson, 2<sup>nd</sup> by Hoeflein and passed.*  
*Motion to adjourn by Rizzo, 2<sup>nd</sup> by Davidson and passed.*

Next meeting will be February 20, 2013, from which Stilwell requested to be excused, due to being out of state at that time.

Respectfully submitted,  
Sue Stilwell, secretary