

Oxford Public Library

Regular Meeting

15 JULY 2015

7:00 PM

(Board Minutes)

- Present: *Chair*, Duane Salswedel, *Vice Chair*, Kathy Hoeflein, *Treasurer*, Jean Davidson, *Secretary*, Tony Rizzo, *Trustee*, Lynn Royster, *Trustee*, Julie Fracker, *Director*, Bryan Cloutier, *OPL Administrative Assistant*, Mary Dorta, *PSLZ LLP*, Rena Emmons
- Absent: None
- 07R.15.1 **Call to Order:** The Chair called the meeting to order at 7:04 p.m.
- 07R.15.2 **Approval of Agenda:** The Chair asked if there were any changes to the agenda. The Audit Discussion was added to Communications, Ms. Hoeflein motioned and Mr. Rizzo seconded to approve the agenda as modified *Motion carried.*
- 07R.15.3 **Approval of the Minutes:** The Minutes of the May meeting were mailed prior to the meeting. The Chair asked if there were any corrections to the minutes. Hearing none Ms. Davidson motioned and Ms. Royster seconded to accept the minutes. *Motion carried.*
- 07R.15.4 **Communications/Presentation**
1. Par Plan News- June issue was in our packet
 2. Rana Emmons with PSLP LLP Certified Accountants: Ms. Emmons discussed in depth the 2014 OPL Financial Report that was conducted. Once again the outcome was very good and the Library has no concerns at this time.
- 07R.15.5 **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. 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
- 07R.15.6 **Directors Report:**
The Director discussed the mid-year budget adjustment and the items that affected the necessary changes. We talked about the re-surfacing the parking lot and repairs to the side walk. There was a plugged drain in the A/C system that led to a leak. It has been repaired. The Website was discussed. We website will be upgraded at a later date with a new format. We were informed about some personnel changes. The Director mentioned the upcoming 90th anniversary and possible ideas to help celebrate. More details to follow.
- 07R.15.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.
- 07R.15.8 **Expense Report:** The Expense report was mailed for review prior to the meeting. Mr. Rizzo motioned and Ms. Davidson seconded to approve paying the bills in the amount of \$22,865.72. *Motion carried.*
- 07R.15.9 **Reports of Committees:**
1. Personal Committee: Ms. Davidson, Ms. Fracker and Mr. Rizzo are part of the new Personnel Committee that will meet in the future.
- 07R.15.10 **Unfinished Business:**
1. None.

07R.15.11

New Business:

1. FY14 Audit Report & Presentation: Ms. Davidson motioned and Ms. Hoeflein seconded to accept the Audit Report presented by Ms. Emmons. *Motion carried.*
2. FY15 Mid-Year Budget Adjustment: Mr. Rizzo motioned and Ms. Davidson seconded to adopt the Mid-Year Budget as presented by the Director. *Motion carried.*
3. FOIA Policy Resolution & Adoption: Ms. Fracker motioned and Ms. Davidson seconded to adopt the required FOIA Policy. *Motion carried.*
4. Building & Ground Shrub Removal:
Mr. Rizzo motioned and Ms. Hoeflien seconded to accept the proposal from Mico to remove the shrubs between the driveways and add top soil for \$850.00. *Motion carried.*
Ms. Davidson motioned and Ms. Royster seconded to accept the proposal from Mico to remove the shrubs on south side of front building and by south door including new soil and seed for \$800.00 *Motion carried.*
5. Job Descriptions Verbiage correction: Ms. Davidson moved and Ms. Fracker seconded to amend the job description to omit the word “Permanent” from the certification requirement within the Adult Services Librarian, Youth Services Librarian, Teen Services Librarian and Substitute Librarian. *Motion carried.*
6. Parking Lot Resurface Proposals & Quotes: Mr. Rizzo motioned and Ms. Hoeflein seconded to table the vote on accepting a bid at this time hoping for more quotes. *Motion carried.*
7. Sidewalk Repair Proposals & Quotes: Ms. Hoeflein motioned and Mr. Rizzo seconded to table the vote on accepting a bid to repair the sidewalks at this time. *Motion carried.*

07R.15.12

Call to Audience: Ms. Davidson called to the audience with no one in attendance.

07R.15.13

Adjournment: Ms. Hoeflein motioned and Ms. Davidson seconded to adjourn the meeting. *Motion carried.* The *meeting* was adjourned at 9:15 pm.