

MINUTES  
Oxford Public Library Board  
Wednesday, Nov. 11, 2013

The regular meeting of the OPL Board was called to order by Chair/Pres. Duane Salswedel, with board members Salswedel, Hoeflein, Rizzo, Davidson, new member Lynn Royster and Stilwell present. Also present was Director Bryan Cloutier.

**Approval of Agenda:** *Rizzo made the motion to approve the agenda, 2<sup>nd</sup> by Davidson and passed.*

**Approval of Minutes:** After noting that K. Hoeflein was not present at the September meeting, the minutes were corrected and approved. *Motion to approve the corrected minutes made by Rizzo, 2<sup>nd</sup> by Davidson and passed.*

**No communications.**

**Financial reports:** *Motion to approve the financial reports of September and October was made by Stilwell, 2<sup>nd</sup> by Hoeflein and passed by unanimous roll call vote.*

**Director's report:** Supplementing the report included in the board packet, the director explained the process of scanning materials for the new RFID tags. He also shared Winston's 25<sup>th</sup> birthday which included celebratory cookies for all.

Statistics indicated increases in most categories except items checked out and wireless usage.

**Approval of bills:** Bills for September in the amount of \$24,495.69 were approved: *Motion by Rizzo, 2<sup>nd</sup> by Davidson and passed by unanimous roll call vote.*

*Bills for October in the amount of \$28,612.73 were approved. Motion by Hoeflein, 2<sup>nd</sup> by Rizzo and passed unanimously by roll call vote.*

**Unfinished business:** The director met with Chris deBear of Library Design on Nov. 14 to review preliminary plans for the lobby/circulation area remodel. Many details were discussed, i.e., countertop materials, floor coverings, placement of lighting fixtures, etc. It was decided not to move the fish tank. The board packet included a lobby/circulation layout plan. *Rizzo made the motion to move ahead with this redesign, 2<sup>nd</sup> by Davidson and passed.*

**New business:** 1) Election of treasurer. *Stilwell nominated Jean Davidson as treasurer, 2<sup>nd</sup> by Hoeflein and passed unanimously.*

2) 2013 budget adjustment: *Motion to approve by Davidson, 2<sup>nd</sup> by Rizzo and passed by unanimous roll call vote.*

3) Wireless network upgrade: Problems with connectivity in the building were discussed. Cloutier and Mike (library tech supporter) gathered costs to upgrade from LibStat (wireless counter/manager) to Cisco Meraki Wireless Products. The pricing summary from TLN was included in our packet. *Rizzo moved to okay the upgrade expenditure of \$2,067.93, including the 3-year license, supported by Davidson and passed by unanimous roll call vote.*

4) *Motion to approve the 2014 board meeting schedule was made by Davidson, 2<sup>nd</sup> by Rizzo and passed.*

No audience.

Director Cloutier indicated that the board will probably have to meet in December for a budget adjustment to facilitate the start-up of the RFID self-check system and lobby redesign project.

*Motion to adjourn by Hoeflein, 2<sup>nd</sup> by Rizzo.*

Respectfully submitted, Sue Stilwell, secretary