

Oxford Public Library

Regular Meeting
December 20, 2023
(Board Minutes)

Present: *President, Kathy Hoeflein, Vice President, Tony Rizzo, Treasurer, Lynn Royster, Trustee, DuAnne Salswedel, Trustee, Barbara Kriigel, Director, Bryan Cloutier*

Absent: *Secretary, Julie Fracker (excused)*

12R.23.1 **Call to Order:** The president called the meeting to order at 7:03 p.m. Ms. Salswedel agreed to take minutes in the absence of the Secretary.

12R.23.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. *Mr. Rizzo moved, and Ms. Kriigel seconded to approve the agenda.* Motion carried.

12R.23.3 **Approval of the Minutes:** *Ms. Salswedel moved, and Mr. Rizzo seconded to approve the November minutes as presented.* Motion carried.

12R.23.4 **Communications/ Presentations:**

1. None

12R.23.5 **Approval of the Financial Reports:** Monthly financial reports for November were mailed for review prior to the meeting. Director gave an overview of each report and reconciliation. *Ms. Royster moved, Ms. Kriigel seconded to accept the financial reports.* Motion carried.

1. Budget vs. Actual
2. OB Checking
3. OB Operating
4. OB Payroll
5. Oakland Savings
6. MI CLASS Savings
7. OPL Endowment Funds

12R.23.6 **Director's Report:**

1. Director of Engagement Services has been hired. Will begin on January 8, 2024.
2. Preparation for gas line to the generator has been started. Land balancing and tree removal has taken place.

12R.23.7 **Statistical Reports:** The statistical reports for November were mailed for review prior to the meeting. Director went over the report.

- 12R.23.8 **Expense Report:** The expense reports were sent to the Board for review prior to the meeting. *Mr. Rizzo moved, Ms. Kriigel seconded to pay the bills for the month of November in the amount of \$79,718.43.* Motion carried.
- 12R.23.9 **Reports of Committees:**
None
- 12R.23.10 **Unfinished Business:**
1. **Township APRA Funds Agreement:** *Ms. Kriigel moved, Mr. Rizzo seconded to accept the agreement with the Charter Township of Oxford and authorized the Director to sign on the library's behalf.* Motion carried.
- 12R.23.11 **New Business:**
1. **Year-end Budget Adjustment:** *Ms. Royster moved, Ms. Salswedel seconded to accept the year-end adjustments as presented.* Motion carried.
2. **2024 Board Meeting Schedule:** *Ms. Salswedel moved, Mr. Rizzo seconded to accept the 2024 Board Meeting Schedule as presented.* Motion carried.
3. **Increase Credit Card Limit:** *Mr. Rizzo moved, Ms. Kriigel seconded to increase the limit on the Library's credit card to \$10,000.* Motion carried
- 12R.23.12 **Call to Audience:**
1. None
- 12R.23.13 **Library Board Requests/ Comments**
1. Mr. Rizzo commented that the lights are not working correctly on the Library sign. Director indicated that he would work with the Building Superintendent and electrical contractor to get this resolved.
2. Mr. Rizzo suggested that we look into having a float in next year's Christmas parade, perhaps partnering with the Friends of the Library group would be a good idea.
3. Mr. Rizzo pointed out that other municipal, appointed and elected board members receive payment for meetings attended. He was not advocating for payment, wanted to make the taxpayers aware that Library Board members are not paid for their service.
- 12R.23.14 **Adjournment:** *Mr. Rizzo moved, Ms. Kriigel seconded to adjourn the Meeting.* Motion carried. The meeting adjourned at 8:00 p.m.