

# Oxford Public Library

Regular Meeting

20 June 2012

7:00 PM

(Board Minutes)

**Present:** *Duane Salswedel (president/presiding), Kathy Hoeflein (vice-president), Thomas Offer (treasurer), Jean Davidson (trustee), Anthony Rizzo (trustee), Bryan Cloutier (director), Monique M. (camera operator)*  
**Absent:** *Sue Stilwell (secretary/excused)*

06R.12.1       **Call to order:** The Chair called the meeting to order at 7:05 p.m.

06R.12.2       **Approval of Agenda:** Chair asked if there were any changes or deletions to the agenda. Director reported that there were no changes needed. *Ms. Hoeflein moved, Mr. Rizzo seconded, to approve the agenda as presented. Motion carried.*

06R.12.3       **Approval of Minutes:** The Minutes were distributed electronically prior to the meeting for review. There were no changes made to the minutes. *Mr. Rizzo moved, Ms. Davidson seconded, to approve the minutes as presented. Motion carried.*

06R.12.4       **Communications:**

1. State of Michigan Executive Office—Constituent Relations, Governor
2. Detroit—Detroit Regional Chamber

06R.12.5       **Approval of the Financial Reports:** The Financial Reports were distributed electronically prior to the meeting. Director reviewed and summarized the reports for the Board and asked if there were any questions or concerns. There were none. *Mr. Rizzo moved, Ms. Hoeflein seconded, to approve the financial reports as presented. Roll call vote was taken, by unanimous consent; motion carried.*

1. Budget v. Actual
2. OSB Checking Reconciliation
3. OSB Savings Reconciliation
4. TCF Savings Reconciliation
5. Chase Bank Reconciliation
6. Library Endowment Fund
7. Oberg Endowment Fund

06R.12.6       **Director's Report:** The Director's Report was distributed electronically prior to the meeting. Director summarized the report and added discussion of a preliminary FY 2013 budget pending authorization of the Headlee Override to the Library's preexisting perpetual millages. Board consensus was that if requested by members of the public for justification of funds, that the Director could share these budget figures with the general public even though they have not been formally approved by the Board.

Director also reported that he has been appointed to the Michigan Library Association's Legislative Committee. This committee monitors legislative and policy issues that impact libraries and makes policy recommendations to the Board. Informs and educates members about state legislation and policy issues of interest to the membership and works closely with the MLA lobbyist. *No motion was offered, as none is required.*

06R.12.7       **Statistical Report:** The Statistical Report was distributed electronically prior to the meeting. Along with the monthly report, the director included a year-to-date comparison of 2012 to 2011. Overall, it was reported that items checked out is up 8%; programs offered 11%; program attendance 16%; public and wireless computer use 28%; outreach services 411% community and quiet study room use 135% and traditional reference transactions 34%. *No motion was offered, as none is required.*

06R.12.8 **Approval of the Bills:** The monthly Expense Report was distributed electronically prior to the meeting. Director asked if there was any item in need of explanation. There were a couple of items that the Director pointed out and provided more detail, but there were no additional questions or concerns raised by the Board. *Mr. Rizzo moved, Ms. Davidson seconded, to approve the expenditures in the amount of \$29,656.31. Roll call vote was taken, by unanimous consent; motion carried.*

06R.12.9 **Reports of Committees:**

1. None

06R.12.10 **Unfinished Business:**

1. Lawn Maintenance Cost Analysis: Director reported that he solicited bids from two local lawn and landscaping companies located in Oxford. He met with one business representatives and talked with another over the telephone. Bids were requested in time for the meeting. However, neither company was successful in getting bids to the Director in time for the meeting. Of the two companies, one provided a verbal bid that exceeded the Library's current contract for services. *No motion was offered, as the Board opted to table this item until such time the Director can collect and review bids for lawn service.*

06R.12.11 **New Business:**

1. Charter Business Telephone Service Proposal: Director reported that he has been working with Sandra Slater, Business Account Executive, at Charter Communications regarding the possibility of moving the Library's telephone service from AT&T to Charter Business. Preliminary numbers provide for 7 voice lines with unlimited local and long distance, fax and alarm lines at .07 cents per minute and the Library's preexisting high speed Internet connections, at a monthly recurring charge of \$481.15. This is slightly less than the cost that the Library currently pays for the two Internet connections. The Board agrees that further investigation is warranted. *Mr. Offer moved, Ms. Hoeflein seconded, to authorize the Director to negotiate a multi-year contract for services, to include telephone and Internet services with Charter Communications. Furthermore, the Director is to coordinate with Charter Communications to determine if all telephone lines are accounted for before returning to the Board with a finalized contract for consideration. Motion carried.*

06R.12.12 **Call to Audience:** None present.

06R.12.13 **Adjournment:** *Ms. Hoeflein moved, Ms. Davidson seconded, to adjourn. Motion carried.* The meeting adjourned at 7:55 p.m.

Respectfully Submitted  
Bryan J. Cloutier, Director & CEO