

## Oxford Public Library

Regular Meeting

March 15, 2017

7:00 PM

(Board Minutes)

Present: *President, Kathy Hoeflein, Vice President, Tony Rizzo, Secretary, Julie Fracker, Treasurer, Jean Davidson, Trustee, Lynn Royster, Trustee, DuAnne Cook, Director, Bryan Cloutier, Building Superintendent, Terry Brewer*

Absent: None

3R.17.1 **Call to Order:** The President called the meeting to order at 7:05 p.m.

3R.17.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Hearing none, Mr. Rizzo motioned and Ms. Davidson seconded to approve the agenda. *Motioned carried.*

3R.17.3 **Approval of the Minutes:** The Minutes of the February meeting were mailed prior to the meeting. The Chair asked if there were any corrections to the minutes. Mr. Rizzo motioned and Ms. Royster seconded to accept the minutes. *Motion carried.*

3R.17.4 **Communications/Presentation:**  
None

3R.17.5 **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. Fracker motioned and Mr. Rizzo 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

3R.17.6 **Directors Report:**

1. Power Outage Recap
  - a. Power out for approximately 25 hours; library closed at 2pm on March 8 and reopened at 4pm on March 9.
  - b. During the outage, several water valve seals failed, resulting in water leaking into Adult Services. Goyette Mechanical serviced the seals.
  - c. Boilers were not operating properly; Goyette returned on March 10 and repaired.
2. NoveList Self-Checkout Interface
  - a. New system is up and running. The Board enjoyed a demonstration of the new service, which will allow users to find similar books at check-out and through searches.

3R.17.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

3R.17.8 **Expense Report:** The Expense report was mailed for review prior to the meeting. Ms. Davidson motioned and Ms. Cook seconded to approve the bills in the amount of \$60,091.65. *Motion carried.*

3R.17.9 **Reports of Committees:**  
1. None

3R.17.10 **Unfinished Business:**  
1. None

3R.17.11 **New Business:**

1. Cedar Replacement
  - a. After a thorough review of the shingles on the exterior of the building by the Director and Building Superintendent, Terry Brewer, several companies were contacted to assess replacing

the cedar shingles on the library exterior. After several years of wear and leaks, it was determined this was necessary. Board reviewed two bids, and selected National Restoration to perform the work. They will install pre-finished shake siding this year. Mr. Rizzo motioned to accept the bid and Ms. Davidson seconded. Board approved the projected cost of \$62,000.  
*Motion carried.*

3R.17.12 **Call to Audience:** A call was made to the audience with no one in attendance.

3R.17.13 **Adjournment:** Ms. Fracker motioned and Ms. Davidson seconded to adjourn the meeting at 7:53. *Motion carried.*