

# Oxford Public Library

Regular Meeting

April 19, 2023

7:00 PM

(Board Minutes)

Present: *President Kathy Hoeflein, Vice President Tony Rizzo, Secretary Julie Fracker, Trustee DuAnne Salswedel, Director Bryan Cloutier*

Absent: *Treasurer Lynn Royster, Trustee Barbara Kriigel*

04R.23.1 **Call to Order:** The President called the meeting to order at 7:05 p.m.

04R.23.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned, and Ms. Fracker seconded to approve the agenda. *Motion carried.*

04R.23.3 **Approval of the Minutes:** Ms. Salswedel made a motion to approve the minutes as amended. Mr. Rizzo seconded. *Motion Carried*

## 04R.23.4 **Communications/Presentation**

1. Friends of the Library – *Lyn Klages, President*

04R.23.5 **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. Rizzo motioned to accept financial reports for March and Ms. Salswedel seconded. *Motion carried.*

1. Budget v. Actual
2. OB Checking
3. OB Operating
4. OB Payroll
5. Oakland Savings
6. OPL Endowment Fund
7. Four County Community Foundation

## 04R.23.6 **Directors Report:**

1. 2022 Audit
  - a. Site work for audit is complete; working to have it turned over to State Treasury.
2. Wireless Printing
  - a. Wireless printing is now available for public use. There is a link on the public website explaining how to submit documents for printing. This service is underwritten by the Friends of the Library.
3. Lawn Service
  - a. After the unexpected passing of our current lawn and snow removal service owner, the library is soliciting bids for consideration.
4. Interior Painting Scheduled
  - a. Painters met with the Director to go over plans to freshen up the vestibule lobby, circulation lobby, community rooms and tower lobby.
5. Website Proposals
  - a. Director and staff to discuss current and future needs in updating the website.
6. Backup Generator
  - a. Director to meet with Goyette Mechanical and K&S Ventures to go over logistical site plans and costs to install a backup generator.
7. Envisionware 24 Hour Library Kiosks
  - a. Barbara Kriigel, Jackie Seimer, Mike Shackelford and the Library Director met with the Head of Circulation for Novi Public Library and our account executive at Envisionware to see the machine in operation. Currently waiting to see if the Oxford Township will help offset some of the costs of the units.
8. Smithsonian Exhibit
  - a. The exhibition Water Ways is on reserve for December 2023 through February 2024, at a 50% cost reduction. The Friends of the Library has committed up to \$3,000 in matching funds.

9. Collection Development and Materials Reconsideration Policy
  - a. The Library Director is working with the attorney to update our collection development and materials reconsideration policy.

04R.23.7 **Statistical Report:** The Statistical reports for March were emailed for review prior to the meeting.

04R.23.8 **Expense Report:** The expense reports were sent to the Board for review prior to the meeting. Ms. Fracker made a motion to pay the bills for the month of March the amount of \$31,348.13. Mr. Rizzo seconded. *Motion carried.*

04R.23.9 **Reports of Committees:**  
None

04R.23.10 **Unfinished Business:**

1. Strategic planning update: The firm was asked to go back and revisit the plan before presenting it to the board.

04R.23.11 **New Business**

2. Website redesign proposals. Ms. Fracker motioned to accept the proposal for website redesign from Library Market and Library Calendar. Ms. Salswedel seconded. *Motion carried.*

4R. 19.12 **Call to Audience**

04R.23.13 **Library Board Requests / Comments**  
None

04R.23.14 **Adjournment:** Mr. Rizzo motioned, and Ms. Fracker seconded to adjourn the meeting at 8:50 p.m. *Motion carried.*

04R.23.11

**New Business:**

1. Director 2023 Goals and Objectives
  - a. Backup generator
  - b. Kiosk
  - c. Oxford Leader Digitization Project Up-to-Date
  - d. Smithsonian Exhibition here in 2024
2. Strategic Planning Update
3. Staff Off-Desk Work Area Renovation/Scope of Work. Mrs. Fracker made motion to authorize the Director to bring Library Design Associations in for a consultation of a redesign of the off-desk area. Mr. Rizzo seconded. *Motion carried.*

04R.23.12

**Call to Audience**

A call was made, and no one was in attendance.

04R.23.13

**Library Board Requests / Comment**

1. Mr. Rizzo discussed the pleasant new staff.

04R.23.14

**Adjournment:** Mr. Rizzo motioned, and Ms. Fracker seconded to adjourn the meeting at 8:27 p.m. *Motion carried.*