

## Oxford Public Library

Regular Meeting

February 15, 2017

7:00 PM

(Board Minutes)

- Present: *President, Kathy Hoeflein, Vice President, Tony Rizzo, Secretary, Julie Fracker, Trustee, DuAnne Cook, Director, Bryan Cloutier*
- Absent: *Treasurer, Jean Davidson, Trustee, Lynn Royster*
- 2R.17.1 **Call to Order:** The President called the meeting to order at 7:06 p.m.
- 2R.17.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Hearing none, Mr. Rizzo motioned and Ms. Fracker seconded to approve the agenda. *Motioned carried.*
- 2R.17.3 **Approval of the Minutes:** The Minutes of the January meeting were mailed prior to the meeting. The Chair asked if there were any corrections to the minutes. Mr. Rizzo motioned and Ms. Cook seconded to accept the minutes. *Motion carried.*
- 2R.17.4 **Communications/Presentation:**  
None
- 2R.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. Mr. Rizzo motioned and Ms. Fracker 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
    - a. Note: Meeting with Oxford Bank regarding moving payroll to that location to be rescheduled.
  6. OPL Endowment Fund (Director to gather quotes to move some of these funds to a CD)
  7. Oberg Endowment Fund
  8. OPL Endowment CD
  9. Oberg Endowment CD
- 2R.17.6 **Directors Report:**
1. Fireside Chats and Newspaper Exhibit
    - a. More than 8,500 have walked through the new exhibition.
    - b. We have welcomed five guests for the fireside chats; final chat on Feb. 17
  2. Meeting with Lapeer District Library
    - a. Consulting with our library as they look to build their new facility; our building and operational philosophies have been noted for their best practices
  3. TLN ILS (Shared Circulation System) Meetings and Vendor Demos
    - a. Meeting with other Shared System Libraries and staff from TLC Carl, III Polaris and current vendor ILS vendor SirsiDynix to discuss the future of TLN's shared system.
  4. Brandon Township Library Closure
    - a. Due to water concerns and the drilling of a new well, the Brandon Township
  5. LED Update
- 2R.17.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.
- 2R.17.8 **Expense Report:** The Expense report was mailed for review prior to the meeting. Ms. Fracker motioned and Mr. Rizzo seconded to approve the bills in the amount of \$81,564.68. *Motion carried.*
- 2R.17.9 **Reports of Committees:**  
1. None
- 2R.17.10 **Unfinished Business:**
1. OPL Strategic Plan 2020; Updated and presented
    - a. Ms. Cook made a motion to approve the plan; Mr. Rizzo seconded. *Motion carried.*

2R.17.11

**New Business:**

1. Library Credit Card

- a. Director was using personal credit card for purchases; card was compromised. He would like to open a credit card for the library through Oxford Bank (the Municipalities CommUNITY Credit Card with no rewards). President and Secretary will need to approve the card. Ms. Fracker made a motion, Mr. Rizzo seconded. *Motion carried.*

2R.17.12

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

2R.17.13

**Adjournment:** Ms. Cook motioned and Mr. Rizzo seconded to adjourn the meeting at 7:55. *Motion carried.*