

Oxford Public Library

Regular Meeting

19 October 2016

7:00 PM

(Board Minutes)

Present: *President*, Duane Salswedel, *Vice President*, Kathy Hoeflein *Treasurer*, Jean Davidson, *Secretary*, Tony Rizzo, *Trustee*, Lynn Royster, *Trustee*, Julie Fracker, *Director*, Bryan Cloutier, DuAnne Cook and Jacqueline Seimer, Head of Support Services.

Absent: None

10R.16.1 **Call to Order:** The Chair called the meeting to order at 7:00 p.m.

10R.16.2 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Hearing none, Ms. Davidson motioned and Mr. Rizzo seconded to approve the agenda. *Motioned carried.*

10R.16.3 **Approval of the Minutes:** The Minutes of the meeting were mailed prior to the meeting. The Chair asked if there were any corrections to the minutes. Ms. Fracker motioned and Ms. Royster seconded to accept the minutes. *Motion carried.*

10R.16.4 **Communications/Presentation**

1. None

10R.16.5 **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. Hoeflein 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

10R.16.6 **Directors Report:** The Director announced that Mark Upton has joined the Youth and Teen Services team. He holds a bachelor of Fine Arts and Design and Sculpture. We are the recipient of nine limited edition nautical prints by Wellington Ward Jr. We are fortunate to have them at our library. The board had a chance to appreciate them after our meeting. We also received an update on the new lighting in the Adult Area.

10R.16.7 **Statistical Report:** The Statistical report was mailed for review prior to the meeting.

10R.16.8 **Expense Report:** The Expense report was mailed for review prior to the meeting. Ms. Davidson motioned and Mr. Rizzo seconded to approve the bills in the amount of \$30,823.72. *Motion carried.*

10R.16.9 **Reports of Committees:**

1. Personnel-Directors Evaluation: The Committee of Ms. Davidson, Ms. Fracker and Mr. Rizzo will meet again this year to evaluate the Director.

10R.16.10 **Unfinished Business:**

1. None

10R.16.11 **New Business:**

1. Circulation Policy: We had a discussion with Jackie of Support Services, regarding our policy on checking out items without a library card. Advice was given if issues arrive in the future.

10R.16.12 **Call to Audience:** Ms. Fracker called to the audience with Ms. April Shields and her daughter were present for her daughters class assignment.

10R.16.13 **Adjournment:** Ms. Hoelfein motioned and Ms. Davidson seconded to adjourn the meeting. *Motion carried.* The meeting was adjourned at 8:10pm.