

# Oxford Public Library

Regular Meeting

January 15, 2025

7:00 PM

(Board Minutes)

Present: *President, Kathy Hoeflein, Vice President Tony Rizzo, Secretary Julie Fracker, Trustee DuAnne Salswedel, Treasurer Lynn Royster, Trustee, Barbara Kriigel, Director Bryan Cloutier, Friends of the Library President, Lyn Klages*

Absent: None

01R.25.01 **Call to Order:** The President called the meeting to order at 7:01 p.m.

01R.25.02 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned, and Ms. Royster seconded to approve the agenda. *Motion carried.*

01R.25.03 **Approval of the Minutes:** Ms. Fracker made a motion to approve the November minutes and Ms. Salswedel seconded. *Motion Carried.*

01R.25.04 **Public Comment**  
1. None

01R.25.05 **Communications/Presentation**  
1. Friends of the Library Report – *Lyn Klages, President*

01R.25.06 **Approval of the Financial Reports:** Monthly financial reports for the year end (January through December 2024) and the expenses for December 2024 were mailed for review prior to the meeting. Director gave an overview of each report and reconciliation. Ms. Fracker motioned to accept financial reports and Mr. Rizzo 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

01R.25.07 **Director's Report:**  
1. Renovation Update

- a. Post-construction meeting with the architect and the President of the Alan Group is Jan. 16, and Director will determine final costs before issuing final payment.

2. Pewabic Exhibit

- a. Kicked off 100<sup>th</sup> anniversary with a visit from Pewabic Pottery on Wednesday, Jan. 8.

3. 100<sup>th</sup> Anniversary Update

- a. Sandy has been working with many vendors to secure sponsorship dollars for the gala fundraiser.

01R.25.08 **Statistical Report:** The statistical reports for December were mailed for review prior to the meeting.

01R.25.09 **Expense Report:** The expense reports were sent to the Board for review prior to the meeting. Mr. Rizzo made a motion to pay the bills for the month of December in the amount of \$77,297.47. Ms. Kriigel seconded. *Motion carried.*

01R.25.10 **Reports of Committees:**  
None

01R.25.11 **Unfinished Business:**  
None

- 01R.25.12     **New Business**  
          1. Quote to Replace Staff Computer  
          a. Director presented a proposal to replace the staff computers. Mr. Rizzo made a motion to approve the quote from MicroTech Systems, Inc., for 15 new PCs. Ms. Royster seconded. *Motion carried.*
- 01R.25.13     **Call to Audience**  
          None
- 01R.25.14     **Library Board Requests / Comments**
- 01R.25.15     **Adjournment:** Ms. Salswedel motioned to adjourn the meeting at 7:36 p.m. and Ms. Kriigel seconded. *Motion carried.*