

**Oxford Public Library**  
Regular Meeting  
21 May 2025  
James Ostrander Conference Room  
7:00 PM  
(Board Minutes)

**Present:** K. Hoeflein (President); T. Rizzo (Vice-president); L. Royster (Treasurer);  
D. Salswedel (Trustee); B. Kriigel (Trustee); B. Cloutier (Director);  
R. Emmons (Auditor); L. Klages (FOL President)

**Absent:** J. Fracker (Secretary / Excused)

*The Director took minutes in the absence of the Secretary.*

05R.25.1 **Call to Order:** Ms. Hoeflein called the meeting to order at 7:00 p.m.

05R.25.2 **Approval of Agenda:** Board packets, along with the agenda were delivered to the board ahead of the meeting for review. No changes were requested. *Mr. Rizzo moved, Ms. Salswedel seconded, to approve the agenda as presented.* Motion carried.

05R.25.3 **Approval of Minutes:** Board packets, along with the minutes were delivered to the board ahead of the meeting for review. No changes were requested. *Ms. Royster moved, Mr. Rizzo seconded, to approve the minutes as presented.* Motion carried.

05R.25.4 **Public Comment:** None.

05R.25.5 **Communications / Presentations:**

**1. 2024 Audit Report—Rana Emmons, PSLZ**

Ms. Emmons presented the Y24 Audit, highlighting sections of the financial statements, fund balance and capital improvements.

**2. Friends of the Library Report—Lyn Klages, President**

Ms. Klages brought the board up-to-date on fundraising activities and FOL involvement in helping staff prepare for the upcoming 100<sup>th</sup> Anniversary celebrations.

05R.25.6 **Approval of the Financial Reports:** *(discussion / action)*

1. Budget v. Actual
2. OB Checking
3. OB Operating
4. OB Payroll
5. Oakland Savings
6. MI CLASS Savings
7. OPL Endowment Funds

The Financial Reports were shared with the board ahead of the meeting for review. The Director provided an overview of each report and asked if there were any questions. Hearing none, *Mr. Rizzo moved, Ms. Kriigel seconded, to approve the financial reports as presented.* Roll Call: 5 Yeas; 0 Nays, motion carried.

05R.25.7 **Director's Report:** The Director highlighted items that were presented in the Director's Report. *Receive and file, no motion required.*

- 05R.25.8      **Statistical Reports:** The Director highlighted items that were presented in the monthly Statistical Report. *Receive and file, no motion required.*
- 05R.25.9      **Expense Report:** The monthly bills were presented for discussion and consideration. *Mr. Rizzo moved, Ms. Salswedel seconded, to approve the bills in the amount of \$50,246.43. Roll Call: 5 Yeas; 0 Nays, motion carried.*
- 05R.25.10      **Reports of Committees:**  
1.    **100<sup>th</sup> Anniversary**  
         The Director shared updates on the preparation for the gala and fundraiser event to be held at Indianwood Golf and Country Club.  
2.    **Personnel Committee**  
         Because of scheduling and workloads associated with yearly budgeting and the 100<sup>th</sup> Anniversary celebration the committee has not yet been able to schedule the Director's annual evaluation. There is no specific requirement or timeline, therefore, the group will meet as soon as mutually feasible for all involved parties.
- 05R.25.11      **Unfinished Business:**  
1.    None.
- 05R.25.12      **New Business:**  
1.    **2024 Audit Report**  
         Ms. Hoeflein and the Director asked if there were any additional questions. Hearing none, *Ms. Krügel moved, Mr. Rizzo seconded, to approve the FY24 Audit Report as presented and authorized Ms. Emmons to file the report with the State Treasury. Roll Call: 5 Yeas; 0 Nays, motion carried.*
- 05R.25.13      **Library Board Requests / Comments:** None.
- 05R.25.14      **Adjournment:** *Ms. Salswedel moved, Ms. Krügel seconded, to adjourn the meeting. Motion carried. The meeting adjourned at 8:09 p.m.*