

Oxford Public Library

Regular Meeting

August 20, 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 Board President Lyn Klages*

Absent: None

08R.25.01 **Call to Order:** The President called the meeting to order at 7:10 p.m.

08R.25.02 **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.*

08R.25.03 **Approval of the Minutes:** Ms. Royster made a motion to approve the July minutes and Ms. Salswedel seconded. *Motion Carried.*

08R.25.04 **Public Comment**
1. None

08R.25.05 **Communications/Presentation**
1. Friends of the Library Report – *Lyn Klages, President*
2. Budget Hearing
a. Mr. Rizzo made a motion to open the budget hearing at 7:13 p.m. and Ms. Salswedel seconded it. *Motion carried.*
b. Mr. Rizzo made a motion to close the public hearing at 7:32 p.m. and Ms. Kriigel seconded. *Motion carried*

08R.25.06 **Approval of the Financial Reports:** Monthly financial reports and expenses for July 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

08R.25.07 **Director's Report:**
1. Window Replacement
a. Reviewing new quotes for replacing overhead windows in the Circulation Lobby.
2. August Budget Hearing, Budget Forecasts, and Salary Scale Adjustments
a. Presentation of the annual budget and salary scale adjustments
3. Fourth of July Observance
a. Request that the library be closed in observance of July 4 on Friday, July 3.
4. Director of Adult Services
a. Due to the retirement of Ms. Berman, the hiring committee is reviewing applicants for her replacement.

08R.25.08 **Statistical Report:** The statistical reports for July were mailed for review prior to the meeting.

08R.25.09 **Expense Report:** The expense reports were sent to the Board for review prior to the meeting. Ms. Salswedel made a motion to pay the bills for the month of July in the amount of \$53,679.90. Mr. Rizzo seconded. *Motion carried.*

08R.25.10 **Reports of Committees:**
1. 100th Anniversary
2. Personnel Committee

08R.25.11 **Unfinished Business:**

1. None

08R.25.12 **New Business**

1. FY2026 Salary Range Adjustments
 - a. Ms. Fracker made a motion to adopt the new salary range adjustments. Ms. Salswedel seconded. *Motion carried.*
2. FY2026 Budget and Millage Rate
 - a. Ms. Kriigel made a motion to accept the proposed budget of \$1,762,607.00 and a millage rate of 1.2731for FY2026. Ms. Royster seconded *Motion carried.*
3. Closed July 3 in Observance of July 4 Holiday
 - a. Ms. Fracker made a motion to accept the July 3 holiday as July 4 observed. Mr. Rizzo seconded. Motion carried.

08R.25.13 **Call to Audience**

1. None

08R.25.14 **Library Board Requests / Comments**

08R.25.15 **Adjournment:** Ms. Kriigel motioned to adjourn the meeting at 8:19 p.m. and Mr. Rizzo seconded.
Motion carried.