

Oxford Public Library

Regular Meeting
September 17, 2025
7:00 PM
(Board Minutes)

Present: *President Kathy Hoeflein, Vice President Tony Rizzo, Secretary Julie Fracker, Trustee DuAnne Salswedel, Trustee, Barbara Kriigel, Director Bryan Cloutier, Friends of the Library Board President Lyn Klages, New Director of Adult Services Janelle Bishop*

Absent: *Treasurer Lynn Royster*

09R.25.01 **Call to Order:** The President called the meeting to order at 7:05 p.m.

09R.25.02 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned, and Ms. Kriigel seconded to approve the agenda. *Motion carried.*

09R.25.03 **Approval of the Minutes:** Ms. Salswedel made a motion to approve the August minutes and Mr. Rizzo seconded. *Motion Carried.*

09R.25.04 **Public Comment**
1. None

09R.25.05 **Communications/Presentation**
1. Friends of the Library Report – *Lyn Klages, President*
2. New Director of Adult Services
a. Introduction of Janelle Bishop

09R.25.06 **Approval of the Financial Reports:** Monthly financial reports and expenses for August were mailed for review prior to the meeting. Director gave an overview of each report and reconciliation. Mr. Rizzo motioned to accept financial reports and Ms. Kriigel 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

09R.25.07 **Director's Report:**
1. Window Replacement
a. Reviewing new quotes for replacing overhead windows in the Circulation Lobby.
2. Budget Forecasts and Pre-Year Adjustments
a. Presentation of the annual budget and salary scale adjustments

09R.25.08 **Statistical Report:** The statistical reports for August were mailed for review prior to the meeting.

09R.25.09 **Expense Report:** The expense reports were sent to the Board for review prior to the meeting. Ms. Fracker made a motion to pay the bills for the month of August in the amount of \$46,339.26. Ms. Salswedel seconded. *Motion carried.*

8R.17.10 **Reports of Committees:**
1. Personnel Committee
a. Committee will develop a new process for Director evaluation.

09R.25.11 **Unfinished Business:**
1. None

- 09R.25.12 **New Business**
1. FY2026 Budget Adjustment
 - a. Mr. Rizzo made a motion to accept the FY2026 budget adjustment. Ms. Kriigel seconded.
Motion carried.
 2. Circulation Lobby Window Replacement
 - a. Ms. Fracker made a motion to accept the proposed estimate from Dave's Glass for the installed price of \$31,400.00. Mr. Rizzo seconded *Motion carried.*

- 09R.25.13 **Call to Audience**
1. None

- 09R.25.14 **Library Board Requests / Comments**
1. Ms. Hoeflien noted that landscaping needs to be cleaned up.

- 09R.25.15 **Adjournment:** Mr. Rizzo motioned to adjourn the meeting at 8:16 p.m. and Ms. Salswedel seconded.
Motion carried.