

# Oxford Public Library

Regular Meeting

November 19, 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, Treasurer Lynn Royster, President of Friends of the Library Lyn Klages*

Absent: None

11R.25.01 **Call to Order:** The President called the meeting to order at 7:02 p.m.

11R.25.02 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Mr. Rizzo motioned, and Ms. Salswedel seconded to approve the agenda. *Motion carried.*

11R.25.03 **Approval of the Minutes:** Ms. Royster made a motion to approve the October minutes and Ms. Kriigel seconded. *Motion Carried.*

11R.25.04 **Public Comment**  
1. None

11R.25.05 **Communications/Presentation**  
1. Friends of the Library Report – *Lyn Klages, President*

11R.25.06 **Approval of the Financial Reports:** Monthly financial reports and expenses for October were mailed for review prior to the meeting. Director gave an overview of each report and reconciliation. Ms. Kriigel 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

11R.25.07 **Director's Report:**  
1. Window Replacement Update

- a. Glass company removed all exterior metal framing and flashing in order to better assess the condition of the steel infrastructure. Once they receive glass, they will schedule installation.

2. Cleaning/Janitorial Services

- a. Library Director met with owner of the library cleaning company to go over contract expectations and discuss discrepancies in the quality of service we are receiving.

3. Director's Goals and Objectives

- a. Director's goals and objectives for 2026 in packet for review.

11R.25.08 **Statistical Report:** The statistical reports for October were mailed for review prior to the meeting.

11R.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 October in the amount of \$38,252.45. Mr. Rizzo seconded. *Motion carried.*

11R.25.10 **Reports of Committees:**  
1. Personnel Committee

- a. Director to assign dates to plan and bring back to Board.

11R.25.11 **Unfinished Business:**  
1. None

11R.25.12

**New Business**

1. Transfer from OB to Four County Endowment Fund. Ms. Royster made a motion to transfer \$20,000 from the Oxford Bank account to the Four County Community Foundation. Ms. Salswedel seconded.  
*Motion carried.*

11R.25.13

**Call to Audience**

1. None

11R.25.14

**Library Board Requests / Comments**

1. Pewabic tile update.

11R.25.15

**Adjournment:** Mr. Rizzo motioned to adjourn the meeting at 8:14 p.m. and Ms. Salswedel seconded.  
*Motion carried.*