

Oxford Public Library

Regular Meeting

December 17, 2025

7:00 PM

(Board Minutes)

Present: *Treasurer Lynn Royster, Secretary Julie Fracker, Trustee DuAnne Salswedel, Trustee, Barbara Kriigel, Director Bryan Cloutier,*

Absent: *President Kathy Hoeflein, Vice President Tony Rizzo (formally excused)*

12R.25.01 **Call to Order:** The Treasurer called the meeting to order at 7:00 p.m.

1. Ms. Kriigel made a motion to appoint Lynn Royster to chair the meeting Ms. Salswedel seconded. *Motion carried.*

12R.25.02 **Approval of Agenda:** The chair asked if there were any changes to the agenda. Ms. Kriigel motioned, and Ms. Salswedel seconded to approve the agenda. *Motion carried.*

12R.25.03 **Approval of the Minutes:** Ms. Fracker made a motion to approve the November minutes and Ms. Salswedel seconded. *Motion Carried.*

12R.25.04 **Public Comment**

1. None

12R.25.05 **Communications/Presentation**

1. None

12R.25.06 **Approval of the Financial Reports:** Monthly financial reports and expenses for November 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 Ms. Fracker 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

12R.25.07 **Director's Report:**

1. Window Replacement Update
 - a. Glass company scheduled to arrive at company this month; they will schedule install weather permitting.
2. Cleaning/Janitorial Services
 - a. Library Director reached out to two different companies to gather competitive estimates; only one responded. For now, the Director will monitor current cleaning company to see if the quality improves.
3. Fire System Inspection
 - a. Fire system inspected yesterday.
4. Generator Maintenance Performed
 - a. Cummins was on-site to perform the first generator maintenance.
5. ThinkSpace Follow Up
 - a. Library Director attended first session of MLA ThinkSpace in Midland, which focused on building future leaders with the organization, conflict resolution, coaching and problem solving.

12R.25.08 **Statistical Report:** The statistical reports for November were mailed for review prior to the meeting.

12R.25.09 **Expense Report:** The expense reports were sent to the Board for review prior to the meeting. Ms. Kriigel made a motion to pay the bills for the month of November in the amount of \$56,703.19. Ms. Salswedel seconded. *Motion carried.*

- 12R.25.10 **Reports of Committees:**
1. Personnel Committee
 - a. Ms. Kriigel made a motion to accept the Library Director Plan of Work and Ms. Fracker seconded. *Motion carried.*
- 12R.25.11 **Unfinished Business:**
1. None
- 12R.25.12 **New Business**
1. Year-end Budget Adjustment. Ms. Fracker made a motion to accept the budget adjustment for FY 2026 as presented. Ms. Kriigel seconded. *Motion carried.*
 2. 2026 Board Meeting Schedule. Ms. Royster made a motion to accept the schedule as presented. Ms. Salswedel seconded. *Motion carried.*
 3. Quote to Replace Mobile Laptop Training Lab. Ms. Fracker made a motion to replace the laptops in the lab. Ms. Royster seconded. *Motion carried.*
- 12R.25.13 **Library Board Requests / Comments**
1. None
- 12R.25.14 **Adjournment:** Ms. Fracker motioned to adjourn the meeting at 7:32 p.m. and Ms. Salswedel seconded. *Motion carried.*