

Oscoda County Library Board

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OFFICIAL MINUTES
Approved February 16, 2015

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, JANUARY 19, 2015 AT 5:00 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 5:00 p.m. by Vice Chair Stenzel.

Members Present: Call, Stenzel, Emig, Ward, and Shumaker

Absent: None

Others Present: Amy Knepp, Mark Grantner, DeAnna Marshall, Ronald Robinson, Patti Sherwood, A.J. Welsler, J. Stone, Kelly Wangbichler, Jeri Winton, Lee Christenbery, Jack Kischnick, Dirk Knepp, Wyatt Knepp, and David Stenzel.

This is the Annual Organizational Meeting of the Oscoda County Library Board.

Minutes

The minutes of the December 15, 2014 and January 5, 2015 meetings stand approved as presented.

Budget Report

Board member Ward expressed concern with regards to the budget:

- Director's salary – She feels the raise should be rescinded. She also stated that the director does not need to have a Master's degree.

Ward/Emig

Motion to rescind the Director's 2015 pay raise.

Discussion followed. Board members asked for information for the last 10 years of Class III library director's (salaries, education, etc.) for comparison purposes before making a decision.

Motion tabled until review of documents is completed.

- Need for an Assistant Director – Board members stated that interviews were conducted for an Assistant Director but when the position was offered, the candidate declined due to the salary.
- Cleaning Service – Board members stated the cleaning lady left the area and that the board intends filling the position.

Clerk Winton stated she will need a letter from the Library board before raises will be processed.

Emig/Shumaker

Approve payment of bills in the amount of \$12,073.89.
5 Ayes : 0 Nays. **Motion carried.**

Transmittals

The board reviewed transmittals. All are up-to-date.

Old Business

Addition of Treasurer to the Officers of the Board

The board requested further information including job descriptions from other libraries before pursuing further. Director Knepp will query other libraries and bring information back to the board.

Election of Officers

As stated in the Library's By-Laws, terms are for two years and will take effect at the conclusion of today's Annual Meeting.

Director Knepp entertained nominations for **board chair**:

Call/Emig nominated Stenzel for chair.

Nominations were closed and a roll call vote was cast:

Shumaker – Aye

Ward – Aye

Emig – Aye

Stenzel – Aye

Call – Aye

5 Ayes : 0 Nays. **Stenzel elected as board chair.**

Vice Chair Stenzel entertained nominations for **board vice chair**:

Ward/Call nominated Emig for vice chair.

Ward moved the nominations be closed and that Emig be elected by unanimous consent.

Emig elected as board vice chair.

Vice Chair Stenzel entertained nominations for **board secretary**:

Ward/Emig nominated Shumaker for secretary.

Ward moved the nominations be closed and that Shumaker be elected by unanimous consent.

Shumaker elected as board secretary.

Board Retreat

The tentative date for the board's retreat is Saturday, February 28, 2015 starting at 9:00 a.m. based on availability of speakers/moderator. Location – to be announced.

Topics for Retreat

Topic suggested by board members for retreat –

- Ward: Public Relations, Library Appearance, Experience Works Employee Guide lines, and Responsibility of Trustees
- Stenzel: Board Goals (whole), Individual Board Member Goals, Volunteers & Guidelines, Programming, Redesign Checks & Balances, Staffing, Library Banner, Front Desk, Entryway, Staff Responsibilities
- Emig – Vendor Contracts, Legal Aspects/Laws, Job Descriptions
- Other ideas from January 5, 2015 meeting: Long-Range Strategic Plan,

County Library Laws, Open Meetings Act, Policies & Procedures, Staffing/Positions including technology and programming, Outreach to other areas of the county

Building Redesign Update

- Wakefield Construction will have the majority of the work done this week.
- Minor jobs need to be completed such as finishing the installation of cabinets in the kitchenette.
- Still waiting to hear about door canopies. They will not be installed during the cold weather.
- Black dirt and seeding will be done after the snow melts.
- Carpet will be removed starting the week of January 26, 2015.
- The keypad for the Meeting Room door has been installed.

Easement

Director Knepp reported that the Road Commission stated there is no easement on the north side of the property (east or west). She also called the insurance company about Library's liability. Mr. Olsen referred her back to the commissioners. It was suggested that Brad Gusler be contacted, as he lives near the other end of the "easement" to see if he knows who is going through the property.

Best options will be to sink posts across the path when the weather warms up to block path. Director Knepp has ordered "No Trespassing" signs.

Meeting Room Policy

The Meeting Room Policy subcommittee presented the new Meeting Room Policy and Meeting Room Application for a 1st read. Board member Shumaker offered insight into how the policy was developed. She also offered information for clarification and some addition areas to be covered.

The policy and application will be brought back for a 2nd read at the February 16, 2015 meeting.

New Business

Meeting Dates & Times

As this is the board's annual meeting for 2015, regular monthly meeting dates and times will be decided upon.

Emig/Ward

Motion that the Oscoda County Library Board hold its regular monthly meeting on the 3rd Monday of each month at 5:00 p.m.

5 Ayes : 0 Nays. **Motion carried.**

Per Diem

As this is the board's annual meeting for 2015, board member per diems will be decided upon.

Call/Emig

Motion that the Oscoda County Library Board establish the 2015 per diem at \$25.00 per board member per meeting.

5 Ayes : 0 Nays. **Motion carried.**

Bill Paying Committee

As this is the board's annual meeting for 2015, a bill paying committee will be established as per Article IV-Section 3 of the board's by-laws:

“A committee will be established at the annual meeting, for the purpose of paying bills in the place of any regularly scheduled monthly meeting”

Vice Chair Stenzel asked for volunteers. Board members Call and Ward will serve on this committee with Stenzel as alternate.

Board By-Laws

The by-laws should be reviewed and revised if adding the office of treasurer. This item is tabled until the board has further information - See item 1 – Old Business: Addition of Treasurer to the Officers of the Board.

Billing from the County

Board member Call asked why no invoices/statements are issued by the county for services the Library receives from the county. Money is deducted from Library accounts with no documentation. She would like the county to provide the Library board with appropriate documentation on a monthly basis.

Contract with County for Maintenance/Snow Removal/Lawn Care

Board member Emig suggested that contracts be drawn up with the county for maintenance, snow removal, and lawn care so that each party knows what is expected. There needs to be conversation with Commissioner Grantner and Joe (Maintenance). Grantner stated this has not been discussed by the commissioners. Should the Library board should put out for bid? Currently, \$2,065 is allocated in the budget for maintenance, snow removal, and lawn care.

Director's Comments

None

Correspondence

None

Board Member Comments

Board member Ward extended an invitation for members of the public to attend future meetings.

Northland Board Advisory Comments

None

Commissioner Liaison Comment

Commissioner Grantner will bring up maintenance, snow removal, and lawn care to commissioners.

Public Comment

The following items was brought forth during public comment:

- How does the Meeting Room keypad work if there is a power outage?
Director Knepp stated there is a battery in it and the keypad will work if an outage occurs. When the battery is low, it will emit an annoying noise to alert staff to change battery.

Seeing no further business, the meeting was adjourned.

The next regular meeting will be held Monday, February 16, 2015 at 5:00 p.m.

Respectfully submitted,
Deb Shumaker – Secretary

2015 meeting dates:

• January 19, 2015 (Monday)	• July 20, 2015 (Monday)
• February 16, 2015 (Monday)	• August 17, 2015 (Monday)
• March 16, 2015 (Monday)	• September 21, 2015 (Monday)
• April 20, 2015 (Monday)	• October 19, 2015 (Monday)
• May 18, 2015 (Monday)	• November 16, 2015 (Monday)
• June 15, 2015 (Monday)	• December 21, 2015 (Monday)

Items for next month's agenda:

- Review of Class III Library Director's compensation
- Position of Treasurer
- Meeting Room policy – 2nd read
- Billing from county
- Contract for maintenance, snow removal, and lawn care
- Entryway redesign
- Quilt block