

- Vice President Emig stated Montmorency County has same type of businesses as Oscoda County. Their director makes \$37,500.00. And, the director of Alcona County makes \$40,000.00.

A roll call vote was called for:

Call – Aye
 Emig – Aye
 Shumaker – Aye
 Ward – Nay

3 Ayes : 1 Nay. **Motion carried.**

Secretary Shumaker will provide a letter to the clerk along with a copy of the minutes so the raise for 2015 can take effect retroactively to January 1, 2015.

Position of Treasurer on the Library Board

The board will discuss this at its February 28, 2015 workshop.

Meeting Room Policy

A 2nd reading was held. Several changes were suggested. It will be brought back to the March 2015 meeting. The board will discuss this at its February 28, 2015 workshop.

Contractual Positions - Cleaning & Cataloger

Now that the construction is finished, it is time to hire someone to fill the cleaning position. Trustee Ward wanted to know why Library employees who did cleaning did not get the same pay as the previous cleaning person. Director Knepp stated this is a temporary situation and that was the board’s intention to fill the cleaning position once the construction was completed. The previous cleaning person did a lot of heavy cleaning as the Library had not received a thorough cleaning in years. The cleaning person will need to have their own insurance.

Call/Shumaker

Motion to advertise in the Oscoda County Herald and on the Michigan Works website for a cleaning person.

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

Commissioner Grantner, who also sits on the Mental Health board will also mention to the head of that organization.

Director Knepp will use the list she and Trustee Call created as a basis for tasks of the new cleaning person.

The need for a person to catalog new books was presented by Director Knepp. She provided information on the job qualifications.

Trustee Ward stated this was not a difficult task as she had done it before and wondered why one of the current employees could not do it.

Shumaker/Call

Motion to advertise in the Oscoda County Herald, MichLib-L list-serv, and on the Michigan Works website for a part-time, as needed cataloger.

3 Ayes : 1 Nay. **Motion carried.**

Billing from the County

Trustee Call asked for an itemized list from the clerk's office as money is deducted from Library accounts with no documentation (e.g. workman's comp, building insurance, health insurance, etc.). She would like the county to provide the Library board with appropriate documentation/invoices on a monthly basis. Director Knepp will ask Diane (Clerk's Office) to provide copies of the checks to see if this will fulfil trustee Call's request. The board will discuss this at its February 28, 2015 workshop.

Contract for Maintenance, Snow Removal, and Lawn Care

When asked, Commissioner Granter stated a contract for maintenance, snow removal, and lawn care has not been discussed by the commissioners. He suggested the Library Board write and send a contract to the commissioners. Vice President Emig stated she will work on this.

Entryway Redesign

Director Knepp will send former trustee Aric Brenner an email to get information on where he left off with this project. It was suggested that a plaque be hung for each branch of the service. Director Knepp will bring information to the February 28, 2015 workshop.

Quilt Block

Director Knepp will send Susan Shantz an email to see where she is at with our quilt block and will report back at the March 2015 meeting.

Board Retreat

Vice President Emig suggested calling the retreat a workshop. Details are as follows:

- It will be held Saturday, February 28, 2015 starting at 9 a.m. at the Library with lunch provided.
- Roger Mendel will provide trustee training from 9 a.m.-noon.
- Pan Godchaux will provide long-range strategic planning training.
- The board has other topics to work on as noted in this month's minutes.

New Business

Quote from Gilchrist - Air Ducts

Director Knepp presented a quote for duct work.

Call/Shumaker

Motion to accept bid from Gilchrist for duct work in the amount of \$1,750.00 with 50% down and remaining 50% to be paid on completion of work.

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

Book Order from Penworthy

The board reviewed a book order in the amount of \$3,569.27.

Locksmith

There are six doors with locks in the Library and none are keyed alike. Director Knepp will check on a locksmith to get this taken care of.

Return to Old Business

Transmittals

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

Call/Ward

Motion to approve payment of bills in the amount of \$33,561.14 and that they be sent to the Clerk's Office to be paid as presented.

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

Director's Comments

Director Knepp will be attending a webinar on FOIA to learn about the new changes that will be happening shortly.

Correspondence

None

Board Member Comments

Trustee Ward asked for details on the Experience Works employee. Is this employee taking work away from Library employees? She also questioned why this person was processing almost all transmittals. Director Knepp addressed this.

Secretary Shumaker addressed several myths that have been circulating in the public. She stated that Director Knepp did not ask for a raise. Going back to the March/April 2009 minutes, the Library Board stated that Director Knepp should have a raise but the board did not have funding at this time for one. She also addressed the myth that the board was not buying books with the millage funds. It has been buying books since the millage passed but did not prior to the millage because it did not have the funds except to spend \$1,200.00 to rent books on a yearly basis from one vendor.

Northland Board Advisory Comments

None

Commissioner Liaison Comment

Commissioner Grantner addressed the comment by Secretary Shumaker about the commissioners asking the Library board to not include raises in their yearly budget and Vice President Emig about Montmorency & Alcona Counties. He said that Crawford County is the closest to Oscoda County with regards to millage.

Commissioner Grantner also suggested the board look for a combination cleaning/maintenance person.

Public Comment

The following items was brought forth during public comment:

- Where did the books go on the Meeting Room side of the Library? Many were weeded.

- Is the Library buying books? Yes. Isn't that what the millage was for?
- What are the responsibilities of other library directors?
- How many employees does the Library have? 1 director, 2 aides, 1 Experience Works employee.
- Will there be raises for employees other than the director? There will be some restructuring of employees and raises will be considered for the future.

Seeing no further business, the meeting was adjourned.

The board workshop will be held on Saturday, February 29, 2015 at 9:00 a.m. at the Library.

The next regular meeting will be held Monday, March 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:

- Position of Treasurer
- Meeting Room policy – 3rd read
- Billing from county
- Contract for maintenance, snow removal, and lawn care
- Entryway redesign
- Quilt block
- Cleaning position
- Cataloging position