

Call/Emig

Corrected Amount of Bills

Motion to correct the amount of the bills presented in February to \$33,529.37 due to a vendor error (past due charge-Mio Hardware).

A roll call vote was called for:

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

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

Old Business

Position of Treasurer on the Library Board

The board asked Trustee Call if she is still interested in becoming the board's treasurer. She answered in the affirmative.

Ward/Emig

Motion to elect Trustee Call as Library Board Treasurer.

3 Ayes : 0 Nays : 1 abstention. **Motion carried.**

Call elected as board treasurer.

Board By-Laws

Director Knepp asked if there were questions with regards to the revised by-laws forwarded from the board's attorney. Secretary Shumaker asked that the Director Knepp contact the attorney for clarification on the questions she had.

Meeting Room Policy

The board reviewed the revised application and guidelines. Guidelines will be review in six months to see if revisions are necessary.

Ward/Emig

Motion to accept the application and guidelines as presented with the addition of "Non-profit documentation will be required." to category 3 and change of "may" to "will" in category 2 on both documents. This aligns with wording in guidelines under "Payment of Fees" (page 4): "If applying as a US Government non-profit, proof of non-profit status must accompany application".

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

Quilt Block

It was agreed that "Oscoda County Library" should be incorporated into the design. Director Knepp was in contact with Susan Shantz and Susan would like to get the block done as soon as possible.

Cleaning Position

Four applications were received:

- two individuals – neither submitted Workman's Comp documents
- two companies

Treasurer Call and Director Knepp recommended Service Master at \$288.23 per month. Details are as follows:

- Service Master will provide all cleaning products and a vacuum which the Library is free to use at any time.
- The Library will supply paper products.
- The Library can terminate the contract with 30 days written notice.
- A log book is kept on the premises for recordkeeping purposes.
- The cleaning person will be a local person who is employed by Service Master.

Director Knepp called references of local businesses using Service Master and received favorable reports. She stated they have a good system of checks and balances.

The bid of the 2nd company was nearly \$200 a month more than Service Master.

Call/Shumaker

Motion to award the bid for monthly cleaning of the Oscoda County Library to Service Master in the amount of \$288.23 per month.

A roll call vote was called for:

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

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

Vice President Emig asked if Service Master did lawn care. Director Knepp will check on this.

Cataloging Position

The board reviewed the job description of cataloger Secretary Shumaker and Director Knepp worked on. Trustee Ward asked the length of the contractual position. The board’s attorney recommends six months. Any longer and the board should consider it a regular Library position. Six months will allow Director Knepp to see how this person will work out as well as make a dent in the backlog of uncataloged books.

Director Knepp asked that language to be added to the “Hours” section to indicate this can be a contractual position as well as a Library position.

Ward/Call

Motion to accept the job description of cataloger with the addition of it also being a contractual position.

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

New Business

Health Insurance

Director Knepp reported on what she had found out so far about health insurance. She will contact the directors at Otsego County Library and Montmorency County Library to gather information on how they handle their insurance.

Bank Account

Director Knepp has spoken with the county's treasurer, Bill Kendall. It should take about 60 days to complete transfer of monies to the Library's new account(s). He wants to make sure there is enough money to cover any outstanding checks.

Penal fines will be disbursed in January and July of each year.

Millage money will be disbursed in January, February, March, and April of each year. Vice President Emig stated this needs to be in writing.

Director Knepp will bring information back to the board from 1st Merit, 1st Federal, and Northland Area Federal Credit Union. She also has concerns with regards to the investment of Library funds as these funds cannot be invested in certain ways. The financial institution must have knowledge of this.

Director Knepp reported Bob Carpenter is not interested in taking on new clients.

Director Knepp asked that the board make a motion so that money will be available to open a checking account once a financial institution is chosen so the Library can conduct business.

Call/Shumaker

Motion for Amy Knepp, Library Director, to put a request, via Request for Check form, with the Clerk's Office for \$5,000 in order to open a checking account for the Oscoda County Library once the FEIN number is established.

A roll call vote was called for:

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

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

Future Meetings

Director Knepp recommended the board begin meeting every two weeks until further notice.

Call/Ward

Motion that the Oscoda County Library Board begin meeting every two weeks until further notice.

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

The board's next meeting will be Wednesday, April 1, 2015 at 5:00 p.m.

Reappointment of Dawn Stenzel to Library Board

Call/Shumaker

Motion that a letter be sent to the Oscoda County Board of Commissioners to reinstate Dawn Stenzel to the Library Board if no documentation is found that this has already been done.

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

Director's Comments

None

Correspondence

None

Board Member Comments

Vice President Emig stated discussion should follow after a motion has been made according to *Robert’s Rules of Order*. Secretary Shumaker added that she believed the brief version of *Robert’s* allows for discussion prior to a motion.

Northland Board Advisory Comments

None

Commissioner Liaison Comment

None

Public Comment

The following items was brought forth during public comment:

- Why can’t the board use something like GoToMeeting to conduct board business if a member is unable to be physically present at a board meeting?
- Why was President Stenzel not conducting the meeting today? What is the issue with her reappointment?

Seeing no further business, the meeting was adjourned at 6:00 p.m.

The next regular meeting will be held Wednesday, April 1, 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 1, 2015 (Wednesday)*	• October 19, 2015 (Monday)
• April 20, 2015 (Monday)	• November 16, 2015 (Monday)
• May 18, 2015 (Monday)	• December 21, 2015 (Monday)
• June 15, 2015 (Monday)	•

* The board will begin meeting every two weeks starting the week of March 30, 2015.

Items for next month’s agenda:

- Snow removal and lawn care
- Entryway redesign
- Draft letter to Treasurer’s Office for disbursement of penal fines and millage money