Oscoda County Library Board

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> **OFFICIAL MINUTES** Approved April 20, 2015

A SPECIAL MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON WEDNESDAY, APRIL 1, 2015 AT 5:00 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 5:01 p.m. by President Stenzel.

The Pledge of Allegiance was recited.

Members Present: Stenzel, Emig, Ward, and Shumaker

Absent: Call

Others Present: Amy Knepp, Joyce Smith, and Ted Emig.

The board discussed a time change for the April 20, 2015 meeting. It was agreed that the meeting will start at 4:30 p.m. instead of 5:00 p.m.

Minutes

Emig/Ward Motion to accept the minutes of the March 16, 2015 meeting as corrected.

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

Appointment First Merit Bank

Pam Kondel, Public Funds Relationship Manager – First Merit Bank, and Wendy Kauffman, Mio Branch Manage – First Merit Bank, presented information on the banking services their institution can provide the Library Board. A handout was provided.

Old Business

Fiscal Year

Director Knepp has been in contact with Dan Blamer. He asked what type of entity we are. Director Knepp has emailed the attorney for his opinion.

There was discussion as to what the fiscal year should be: January-December, July-June, or October-September

Emig/Shumaker

Motion that the fiscal year will run from January-December of each year.

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

Payroll

Payday – The board discussed to remain as it currently is with the county which is Friday (bi-weekly).

Pay Frequency - The board discussed continuing payroll on a bi-weekly basis.

Direct Deposit – The board discussed the pros and cons of direct deposit. Currently, employees have direct deposit with the county.

Ward/Emig

Motion to keep payroll on a bi-weekly basis with Friday of the appropriate week as the payday and to allow employees the choice of a physical check or direct deposit.

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

Director Knepp would like to see the Board of Commissioners approached to extend payroll done by the county past the May 8, 2015 date as it is in the middle of a pay week and also not at the halfway point of the year.

Health Insurance

Cadillac Insurance has not responded to Director Knepp's request for information.

Director Knepp would like to know if we plan to continue her family coverage. The county offers health, dental, and vision.

The Chamber of Commerce also offers insurance coverage.

Vice President Emig would like to talk to the commissioners about continuing to carry Director Knepp on their health insurance policy. She will set up a meet with the Jack Kischnick (chair) and Mark Grantner (liaison).

Director Knepp has checked into "Obama Care". There is a penalty if a person enrolls after the official enrollment date has ended.

Holiday Closings

The board reviews information on holiday schedules from Oscoda County and the State of Michigan.

Emig/Ward

Motion to follow the Oscoda County Holiday Schedule.

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

Purchasing Policy

The board reviewed the current purchasing policy.

Ward/Emig

Motion to change Item A2 in purchasing policy from \$500 to \$1,000.

Motion rescinded.

The board discussed Item A5 – voucher. It also discussed wording in Item A8 – "... on a quarterly basis" with a change to "...on a continuous basis within the budget".

New Business

None

Director's Comments

The Meeting Room is scheduled to be used six times in April. In May, the National Weather Service has scheduled weather spotter training.

Correspondence

None

Board Member Comments

Vice President Emig discussed the need for a change in the Board of Commissioner's liaison to the Library Board.

Northland Board Advisory Comments

None

Commissioner Liaison Comment

None

Public Comment

None

Seeing no further business, the meeting was adjourned at 6:15 p.m.

The next regular meeting will be held Monday, April 20, 2015 at 4:30 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) – 4:30 p.m.	• 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:

- Health Insurance
- Entryway redesign