

Oscoda County Library Board

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OFFICIAL MINUTES
Approved May 11, 2015

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, APRIL 20, 2015 AT 4:30 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 4:32 p.m. by President Stenzel

The Pledge of Allegiance was recited.

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

Absent: None

Others Present: Amy Knepp, Mark Grantner, Paul Olsen, Rosita Perez, and Tifanie Tremble

Minutes

Ward/Call Motion to accept the minutes of the April 1, 2015 meeting as presented.
5 Ayes : 0 Nays. **Motion carried.**

Appointments

Paul Olsen – Municipal Underwriters of Michigan

Mr. Olsen provided the board with a handout containing information on liability insurance. The board also asked about Workman's Comp.

Rosita Perez – First Federal of Northern Michigan

Rosita Perez, Branch Manager and Tifanie Tremble, VP Treasury Management, presented information on the banking services their institution can provide the Library Board. A handout was provided.

Budget Report

Review of Budget

The budget was reviewed.

Review of Transmittals

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

Approval of Bills

Emig/Call Motion to approve payment of bills in the amount of \$4,025.53 and that they be sent to the Clerk's Office to be paid as presented.

A roll call vote was called for:

Call – Aye
Emig – Aye
Shumaker – Aye
Stenzel - Aye
Ward – Aye

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

Old Business

Lawn Care & Snow Removal

Vice President Emig suggested that lawn care be put out for bid. The selected party would need liability insurance and Workman’s Comp. Snow removal would be put out at the appropriate time. Treasurer Call suggested that the board discuss this issue with the board of commissioners. Director Knepp was asked to draft an ad for lawn care and email the draft to the board.

Emig/Call

Motion to place an ad for two weeks in the Oscoda County Herald and on the library’s webpage for lawn care.

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

Entryway Redesign

Director Knepp reported she has not had a response from Aric Brenner. She did have a conversation with a member of the VFW (Al Bickford). A suggestion was to have logos of the branches of service on the wall – also state and national flags.

Draft Letter to Treasurer’s Office for Disbursement of Penal Fines and Millage Money

Director Knepp will draft a letter to the treasurer as to disbursement of funds and email.

Cataloging Contract

The board’s attorney reviewed the draft contract. The board does not control hours.

Wording in Exhibit A, #2 – add “...as provided by library”.

The board wants an accounting of item processed at the time a pay request is made. This can be done by running a report in Evergreen.

Call/Emig

Motion to update wording of cataloging contract and authorize President Stenzel to sign on the board’s behalf.

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

Health Insurance

The board reviewed health insurance proposals.

Director Knepp pays for part of her insurance - \$30/pay; \$60/month.

Payroll

Director Knepp and Treasurer Call will oversee payroll.

New Business

Movie License

Director Knepp presented information from two companies for the showing of movies inside only. A license for showing movies outside would require a separate contract. Both companies handle the big name movie studios.

- MPLC - \$120/year; start anytime
- Movie Licensing (based on population) - \$405/year

Director Knepp would like to show at least one movie a month.

Shumaker/Emig Motion to purchase a one-year license to Movie Licensing at \$405 per year.

A roll call vote was called for:

Call – Aye
Emig – Aye
Shumaker – Aye
Stenzel - Aye
Ward – Aye

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

Director's Comments

None

Correspondence

None

Board Member Comments

Treasurer Call asked that a sign be placed on the front door once the Library has closed and the doors locked (on board meeting nights) to direct the public to the Meeting Room door. A patron was seen wandering in the Library during the meeting after the Library had closed. This is a safety issue.

Northland Board Advisory Comments

None

Commissioner Liaison Comment

None

Public Comment

None

Based on additional business that needs to be addressed and acted on, the board discussed holding another meeting in April.

Emig/Ward Motion to call a meeting for Monday, April 27, 2015 at 5:00 p.m.

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

Seeing no further business, the meeting was adjourned at 7:09 p.m.

The next meeting will be held Monday, April 29, 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)
• April 29, 2015 (Monday)	• December 21, 2015 (Monday)
• May 18, 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
- Selection of Bank
- FEIN #
- Workman's Comp
- CPA vs. Quick Books
- Building Insurance
- Stenzel & Emig – meet with BOC chair and Library liaison to discuss May 8, 2015 deadline.