

Oscoda County Library Board

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OFFICIAL MINUTES

Approved May 20, 2015

A SPECIAL MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, APRIL 27, 2015 AT 5:00 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 5:00 p.m. by President Stenzel.

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

Absent: None

Others Present: Amy Knepp, Jack Kischnick

Budget Report

The Library has received its FEIN number – 47-3781725.

Old Business

County Deadline - Update

President Stenzel reported on the meeting she and Vice-President Emig had with Mark Grantner and Jack Kischnick of the Board of Commissioners. They discussed:

- extending the May 8, 2015 deadline to May 15, 2015 for payroll.
- extending the May 8, 2015 deadline to July 1, 2015 for health insurance.

The Board of Commissioners must contact MERS for the transition. MERS needs additional information from the Library.

Selection of Bank

After discussion, Resolution 2015-001 was proposed:

Emig/Ward

Resolution to select First Federal (of Northern Michigan) as the bank for the Oscoda County Library and authorize Dawn Stenzel, Tammy Emig, Rita Call, Deb Shumaker, and Violet Ward to sign check on behalf of the Library.

To further authorize Amy Knepp, Library Director, to discuss the banking business of the library with representatives of First Federal (of Northern Michigan).

Roll Call Vote:

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

5 Ayes : 0 Nays Passed this 27th day of April, 2015.

Director Knepp will provide the unofficial minutes so First Federal can begin the process of establishing accounts.

CPA vs. QuickBooks

Secretary Shumaker will contact Sonja Handrich to see if she is interested in providing bookkeeping services for the Library’s payroll, Accounts Payable, and Accounts Receivable.

Director Knepp checked the state’s website for CPAs in Oscoda County. The only one listed is Bob Carpenter. He has already expressed that he does not want to take on any new clients.

The cost of QuickBooks with enhanced payroll is \$300-\$400.

Board member affirmed that, as long as we do not have a bookkeeper, Director Knepp will prepare bills and payroll. Treasurer Call will review as a “check and balance”. Two signatures will be required on the checks – president and treasurer unless one or both are unavailable. In the event this happens, two other board members will review and sign.

Ward/Emig

Motion to purchase QuickBooks as well as contact Sonja Handrich for bookkeeping services.

Roll Call Vote:

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

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

Health Insurance

The board reviewed all proposals and clarified dental and vision packages.

Emig/Call

Motion to select Blue Care Network through Alpena Agency for Director Knepp. Coverage will include the following:

- Full-family
- Premium of \$904.98 per month
- Deductible of \$4,000/\$8,000
- Dental & vision included

A check will be provided with application to cover the 1st month’s premium. President Stenzel will sign the application.

Roll Call Vote:

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

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

Building & Liability Insurance

Emig/Call

Motion to accept the Michigan Township Participating Plan for building and liability insurance as presented in the amount of \$3,908 per year.

Roll Call Vote:

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

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

Call/Emig

Motion to purchase Limited Terrorism Coverage in the amount of \$55 per year.

Roll Call Vote:

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

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

Workman’s Comp Coverage

The board discussed Workman’s Comp. The amount can change based on budget. Coverage will include cataloger (contracted employee).

Emig/Call

Motion to purchase Workman’ Comp in the amount of \$343 per year.

Roll Call Vote:

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

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

Board Meetings

The board discussed items that will need to be taken care of at the next meeting. One item will be retirement.

Emig/Call Motion to change the May 2015 meeting from May 18 to May 11.
5 Ayes : 0 Nays **Motion carried.**

New Business

None

Director’s Comments

Director Knepp reminded the board that the Michigan Notable Author will be at the Library Saturday, May 2, 2015 at 6:30 p.m.

Correspondence

The board received a thank you note from Tifanie Tremble of First Federal.

Board Member Comments

Trustee Ward asked about lawn care. It will be discussed at a future meeting.

Northland Board Advisory Comments

The Advisory Council will meet on May 21, 2015 at the Alcona County Library. Director Knepp plans to attend.

Commissioner Liaison Comment

BOC chair Jack Kischnick represented Liason Grantner whose mother is very ill.

Public Comment

None

Seeing no further business, the meeting was adjourned at 5:25 p.m.

The next regular meeting will be held Monday, May 11, 2015 at 5:00 p.m.

Respectfully submitted,
Deb Shumaker – Secretary

2015 meeting dates:

• January 5, 2015 (special)	• July 20, 2015 (Monday)
• January 19, 2015 (Monday)	• August 17, 2015 (Monday)
• January 24, 2015 (special)	• September 21, 2015 (Monday)
• February 16 2015 (Monday)	• October 19, 2015 (Monday)
• February 28, 2015 (workshop)	• November 16, 2015 (Monday)
• March 16, 2015 (Monday)	• December 21, 2015 (Monday)
• April 1, 2015 (Wednesday)*	
• April 20, 2015 (Monday) – 4:30 p.m.	
• April 29, 2015 (Monday)	
• May 11, 2015 (Monday) – date change	
• 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:

- Retirement
- Lawn care
- Bookkeeper
- Transfer of funds to First Federal