

## Oscoda County Library Board

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### OFFICIAL MINUTES

Approved June 15, 2015

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON  
MONDAY, MAY 11, 2015 AT 4:30 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 5:05 p.m. by President Stenzel

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

Absent: None

Others Present: Amy Knepp

### Minutes

Ward/Call

Motion to accept the minutes from the April 20, 2015 and April 27, 2015 meetings as presented.

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

### Budget Report

#### Review of Budget

There will be one more balance sheet from the county next month.

The budget was reviewed. Director Knepp will be working with QuickBooks to see the type of budget reports it can generate. Mary Ann Tappan (Council on Aging) has offered to work with Director Knepp if she has questions.

Money from the master voucher should be available later this week (approx. \$150,000).

Check numbers will not be issued on the Check Detail until the checks are printed.

#### Review of Transmittals

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

#### Approval of Bills

The board reviewed bills. Secretary Shumaker asked about the following:

- Would ServiceMaster put month and year on their invoice? Director Knepp will check with them.
- Why the high cost of checks? Director Knepp reviewed the invoice.
- Could the attorney change the Attn: Judy Olsen to Attn: Dawn Stenzel on the invoice? Director Knepp will contact the office.

Emig/Call

Motion to approve payment of bills as presented (\$14,692.74).

Roll call vote:

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

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

Director Knepp asked for a motion to pay utility bills as received.

Emig/Call

Motion to pay utility bills as received.

Roll call vote:

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

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

## **Old Business**

### **Staffing**

The board discussed what is needed: 1 full-time or 2 part-time persons. Areas that help is needed in:

- Programming for all ages
- MelCat
- QuickBooks

The board asked Director Knepp to make a list and bring it back to the board.

Vice President Emig would like the board to consider a raise (as discussed before) for current staff. This will be placed on the July 2015 agenda.

Director Knepp stated she has not received her raise yet. How will QuickBooks calculate it retroactively? Would it be better for her to receive in one lump sum or spread out over the year? She will check into.

### **Retirement**

Since the commissioners used the word “terminate” in their motion, the Library board will have to start a new retirement program.

- What is available?
- Can the board get back into MERS?
- Is a 457 possible where the board and employee contribute equally?

Director Knepp stated she is not contributing to her health insurance like she was (\$60/month). As part of a payroll package, Vice President Emig suggested the board pay the employee contribution.

### **Lawn Care**

Paul Olsen said the lawn care person must have their own Workman's Comp and liability coverage.

Director Knepp will run an ad in the Oscoda County Herald for two weeks for mowing and trimming around trees, etc. on an "as needed" basis. What about fertilizing? Director Knepp will make a list of lawn care-related needs.

### **Bookkeeper**

Director Knepp has contacted two persons and neither has responded. Vice President Emig would like to see how things go with QuickBooks before thinking about hiring a bookkeeper.

### **Transfer of Funds from County**

The board was emailed a copy of the letter of acknowledgement from Bill Kendall (Oscoda County Treasurer). After all checks issued by the county for Library business have cleared, he will issue another master voucher.

### **Life Insurance and Long- & Short-Term Disability Insurance**

Director Knepp will contact Mr. Zeller (health insurance provider - Alpena Insurance) and ask him for a quote.

## **New Business**

### **Debit Card from First Federal of Northern Michigan**

A credit or debit card is needed to do payroll in QuickBooks.

Emig/Ward

Motion to allow Director Knepp and Treasurer Call to secure a purchasing card or debit card from First Federal of Northern Michigan with a limit of \$1,000 to conduct Library business.

Roll call vote:

Shumaker – Aye

Stenzel - Aye

Ward – Aye

Call – Aye

Emig – Aye

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

## **Director's Comments**

None

## **Correspondence**

None

## **Board Member Comments**

President Stenzel discussed the table banner. She is interested in using it when passing out Library promotional materials at different events such as 4<sup>th</sup> of July, Halloween, and RiverFest. Director Knepp showed the board the banner.

Trustee Ward asked about signage that could be posted on the Library building. Once the quilt block is finished, it will be mounted on the building. It will have the Library's name on it.

Vice President Emig has old campaign yard signs that could be recycled for Library events.

Vice President Emig asked that a sympathy card be sent to Liaison Gratner for the passing of his mother.

**Northland Board Advisory Comments**

None

**Commissioner Liaison Comment**

None

**Public Comment**

None

Seeing no further business, the meeting was adjourned at 6:10 p.m.

The next meeting will be held Monday, June 15, 2015 at 5:00 p.m.

Respectfully submitted,  
Deb Shumaker – Secretary

2015 meeting dates:

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

- Staffing
- Raises for Staff
- Director Knepp's Raise
- Retirement
- Lawn Care Bids
- Life Insurance and Long- & Short-Term Disability Insurance