

Oscoda County Library Board

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UNOFFICIAL MINUTES

June 8, 2020

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
THURSDAY, JUNE 8, 2020 AT 5:00 P.M.
AT THE MAIN BRANCH OF THE OSCODA COUNTY LIBRARY
AND VIRTUALLY VIA WEBEX.

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

Members Present In-Person: Emig, King, and Shumaker

Members Present Virtually: Stenzel

Members Absent: Nutt

Others Present: Amy Knepp (in-person)

Minutes

The minutes from the May 21, 2020 meeting stand approved as presented.

Old Business

COVID-19 Update

Director Knepp has been attending weekly virtual director's meetings from the Library of Michigan.

The governor's executive order (E.O. 2020-114) allows libraries to open.

Staff will be trained on cleaning/sanitizing and wearing face masks next Monday. Work schedules will also be discussed at this time.

An app is available on the state's website for daily staff COVID-19 reporting. This can be used in place of a paper statement.

The Library can offer 25% of its space for occupancy when it reopens. This includes both employees and patrons.

Director Knepp will handle curbside services next week to work out any problems before staff returns to work.

A supervisor must be present at all times each day at each open location. Discussion was held about not opening the Fairview branch right away.

Emig/King

Motion to provide a worksite COVID-19 supervisor at open locations.

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

Stenzel – Aye

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

If Director Knepp is not available, who will take her place as supervisor?

A state task force is working on providing guidance for reopening.

Director Knepp recommends that when the Library does reopen, there will be a time period set aside for vulnerable patrons to enter the building.

Director Knepp recommends that the Library not open to patrons immediately but continue with curbside drop-off/pick-up.

The Library will request patrons wear masks when in the building.

New Business

Keys

Director Knepp recommends having the building rekeyed. She will contact Apex (locksmith company).

Vice President Emig suggested having the building rekeyed after any employee leaves.

Treasurer King asked about the possibility of electronic keying. Director Knepp will check on this. What would stop any employee from making a duplicate physical key?

Budget Report

Review of Budget

The budget was reviewed.

Review of Transmittals

Transmittals for March – May 2020 were reviewed at this time due to previous meeting cancellations and a virtual board meeting.

Approval of Bills

Emig/King

Motion to approve the payment of bills in the amount of \$2,579.32.

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

Stenzel – Aye

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

Director's Comments

Director Knepp is working on signs for the millage.

The county's bond attorney recommended using the wording "renewal of previous millage" on the upcoming ballot instead of "new".

New telephones have been installed at the Library. Staff will have extensions they can be reached at.

Wandu Reader is being offered to children and adults.

The staff is exploring ways to offer the Candidate Forum as the Library has done in the past. Possible thoughts are to offer the forum live at the Community Center in Mio as well as live on FaceBook. The forum could be recorded then posted to YouTube for anyone who wants to watch it later.

Correspondence

The official millage wording was reviewed and signed.

The board received a refund (dividend) of \$395.94 from the Michigan Township Participating Plan. This is received yearly. Director Knepp will deposit.

Board Member Comments

Comins is have a 4th of July parade but Luzerne and Mio are not. Fireworks will be held at all location.

Northland Board Advisory Comments

None

Commissioner Liaison Comment

None

Public Comment

None

Meeting adjourned at 5:51 p.m.

The next regular meeting will be held Monday, July 13, 2020 at 5:00 p.m. at Fairview. Meeting location is subject to change based on the governor's executive order.

Respectfully submitted,
Deb Shumaker – Secretary

2020 Meeting Dates – All meetings are held on a Monday except for the December meeting.

• January 13, 2020 – Mio	• June 8, 2020 – Mio & WebEx
• February 10, 2020 – Mio	• July 13, 2020 - Fairview
• February 16, 2020 – Fairview (Special Meeting)	• August 10, 2020 - Mio
• March 9, 2020 – Mio	• September 14, 2020 - Mio
• March 16, 2020 – Mio (Special Meeting)	• October 12, 2020 - Fairview
• March 26, 2020 – WebEx (Special Meeting)	• November 9, 2020 – Mio
• May 21, 2020 – WebEx	• December 11, 2020 (Friday) – Mio

Items for next month’s agenda:

- Fire Safety
- Policies
- By-Laws – phone/virtual attendance
- Meeting Room Policy & Application
- Investments
- Parking Lot – Mio
- Handyman Services
- Municipal & Real Estate Attorneys