

# Oscoda County Library Board

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## UNOFFICIAL MINUTES

December 14, 2011

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON WEDNESDAY, DECEMBER 14, 2011 AT 4:45 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 4:54 p.m.

Members Present: Olsen, Crane, and Shumaker  
Members Absent: Galbraith and Stenzel  
Others Present: Amy Knepp and Jerry Chumack

### Appointment

Jerry Chumack (Gaylord Electric) spoke to the board about possible ways to save on energy costs by replacing light fixtures, using occupancy sensors, changing the type of light bulbs used, etc. We would see a return on our investment but would have to expend at the onset in order to save. Jerry would like to see a floor plan/shelving layout before costing out changes and improvements. He would be able to change lighting over the Circulation Desk with little difficulty now. Director Knepp will contact Ron Cieslak, of Merritt Cieslak Design, to do a layout. Chairman Olsen will check on “green” grants and with Consumers Power.

Shumaker/Crane Motion to change lighting over Circulation Desk as soon as possible.  
3 Ayes : 0 Nays. **Motion carried.**

Shumaker/Crane Motion to contract with Merritt Cieslak Design to create a design for the Library – cost not to exceed \$2,000. If over, the board will be polled to approve the excess cost.  
3 Ayes : 0 Nays. **Motion carried.**

### Minutes

The minutes from the November 9, 2011 meeting stand as presented.

### Budget Report

Crane/Shumaker Approve payment of bills in the amount of \$1,211.22.  
3 Ayes : 0 Nays. **Motion carried.**

### Transmittals

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

### Old Business

**Hiring Discussions - Assistant Director and Experience Works Employee**  
The board reviewed the applications and selected four candidates to be interviewed for the Assistant Director position. Director Knepp and Assistant

Director Ward will conduct phone interviews prior to the face-to-face interviews. The timeline is December 19, 2011-January 10, 2012. Director Knepp will make a recommendation for hiring one of the candidates at the January 11, 2012 board meeting.

It was suggested that the board look at the candidates who are not selected for the Assistant Director position to see if any are interested in fill-in work.

Director Knepp spoke with the Experience Works coordinator. The employee:

- Can work 18 hours per week
- Will be provided training through Experience Works
- Does not have to be under the direct supervision of a library employee at all times
- Can work up to 48 months in hopes that the Library will hire as a regular employee after that time.

The in-kind contribution from the Library will be Director Knepp's salary for the training she will provide.

Shumaker/Crane Motion for Director Knepp and Assistant Director Ward to interview and hire Lewis Gemmill from Experience Works provided he meets their approval.  
3 Ayes : 0 Nays. **Motion carried.**

#### **PA-152 (Health Insurance)**

Based on her research, Director Knepp recommends the board opt out of PA-152 health insurance.

Shumaker/Crane Motion that Director Knepp be included in the Oscoda County health insurance pool for 2012 and that she be included in the opt out.  
3 Ayes : 0 Nays. **Motion carried.**

Discussion continued as to public employees (e.g. library) who are not allowed to opt out.

Shumaker/Crane Motion to contract with attorney Jerry Braybrant to search for the "roots" of the Oscoda County Library. This information would then be turned over to attorney Ann Syrnak (who specialized in county libraries) to advise board on how to handle future issues such as PA-152.  
3 Ayes : 0 Nays. **Motion carried.**

#### **2012 Budget Discussion**

The board discussed the budget.

Crane/Shumaker Motion to approve 2012 budget in the amount of \$99,879.06, anticipating we will draw on savings to make up for possible lack of revenue. The budget will be reviewed after the first of the year.  
3 Ayes : 0 Nays. **Motion carried.**

**New Business**

**Reappointment of Deb Shumaker to the Library Board**

The board received a letter of continuation to serve on the Library board from Deb Shumaker.

Crane/Olsen

Motion to reappoint Deb Shumaker to a five-year term (expiring December 31, 2016) on the Oscoda County Library Board.

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

**Director's Comments**

None

**Correspondence**

A thank-you note was received from Karen Yoder for Director Knepp and the Library's continued support of Operation Christmas Child.

**Board Member Comments**

Chairman Olsen will send cards to the Clerk's and Treasurer's offices and Brenda to show our appreciation for their assistance and work during the year.

Board member Shumaker asked about the outcome of the December 8<sup>th</sup> Michigan Evergreen meeting. Director Knepp was unable to attend and will contact MCLS and report back to the board.

**Public Comment**

None

**Northland Library Cooperative Report**

None

**Commissioner Liaison Comment**

None

Seeing no further business, Chairman Olsen adjourned the meeting. The next regular meeting will be held January 11, 2012 at 4:45 p.m.

Respectfully submitted,  
Deb Shumaker - Secretary