

Oscoda County Library Board

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UNOFFICIAL MINUTES

May 9, 2013

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON THURSDAY, MAY 9, 2013 AT 4:45 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 8:15 a.m.

Members Present: Crane, Call, Stenzel, and Shumaker

Member Absent: Olsen

Others Present: Amy Knepp and Mark Grantner

The meeting was called to order by Vice Chair Crane.

Minutes

The minutes of the April 10, 2013 meetings stand approved as presented.

Budget Report

Stenzel/Call

Approve payment of bills in the corrected amount of \$3,195.67 (added \$600 for Jan.-June county maintenance fees).

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

\$185,707 has been received from the millage to date. Penal fines are averaging approximately \$5,000 per month.

Director Knepp will check to see why the "Library Temporary Help" line item is over-budget. Have Taylor DiFlorio's wages been coming out of this line? Director Knepp requested earlier that the line item reading Landenberg be changed to DiFlorio.

Director Knepp brought to the board's attention that amazon.com charged sales tax on a recent order. After inquiring, she found out that no orders had been placed since 2009. Amazon has requested a current tax exempt certificate. Once on file, Director Knepp can appeal and ask if Amazon will refund the sales tax paid prior to receiving the current tax exempt certificate.

Transmittals

The board reviewed transmittals including those not reviewed last month due to computer problems. All are up-to-date.

Old Business

Library Design

Board members discussed the proposed design from Ron Cieslak and well as the one presented by Lew Gemmell.

The following points were discussed:

- We do not want to borrow money to complete this project as we don't know what will happen at the end of this millage. We will use a "pay-as-you-go" model.
- Possibly start with changing shelving before anything else. This will help with lighting.
- Is there a need for a drop ceiling?
- Install motion sensors for cost savings on lights.
- What kind of problems will we have with heating and air conditioning if we put up floor-to-ceiling walls?
- What about parking?
- There may be a need for additional security if Community Room is a back of building.
- The use of "temporary walls" (8' lumber & drywall), not floor-to-ceiling would mean no changes in heating and air conditioning.
- Modular partitions would be more costly but would provide options in reconfiguring space. Some partitions come with "windows" for better monitoring.
- The Legal Self-Help will be staying at the Library (not moving) as per Judge Root.
- Shingles are coming loose and the roof is starting to show wear.

Members agreed that the designs need to be discussed – is there a better configuration? What will be the best fit for both patrons and library staff? Board member Shumaker suggested that the board meet to discuss only the design – possibly meet for several hours, have a potluck so as to allow for plenty of time for discussion. Since summer is upon us, it was suggested that we do this on a week night. Further information will be forthcoming.

OverDrive eBooks

Director Knepp presented information on OverDrive eBooks and is looking to join an existing northern Michigan OverDrive group to maximize titles available. OverDrive accepts new members quarterly. Otherwise, an additional fee will be charged. The Library will not own the eBooks.

Call/Shumaker

Motion to have Director Knepp start the process of enrolling in OverDrive.
4 Ayes : 0 Nays. **Motion carried.**

Staffing & Interns

Director Knepp asked if the board wished to hire a high school student as a summer intern at minimum wage for three (3) hours on Saturdays.

Stenzel/Call

Motion for Director Knepp to contact local high school counselors and ask for resumes' from interested students for summer intern position.
4 Ayes : 0 Nays. **Motion carried.**

Board member Call addressed the fact that the Library is short-staffed on Fridays. She suggested to temporarily alleviate the problem, the board hire volunteer Mackenzie Esch until Ms. Esch leaves to work on her Master's degree this fall. Board member Shumaker stated, according to board policy, the board does not

have to advertise such positions and has the right to fill positions with persons who are currently volunteering at the Library or who have a current application on file. Reviewing the budget, the board does have money for this position since the Assistant Director's position is unfilled.

Call/Stenzel

Motion to hire Mackenzie Esch as temporary clerk (at present clerk wages - \$8/hour) for 8 hours per week until she leaves for college this fall.

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

New Business

Book Orders from The Book Farm and amazon.com

The board reviewed purchases for children's books and puppets from The Book Farm. Next month, Director Knepp will present an order for adult fiction and non-fiction from amazon.com.

Director Knepp also presented information on a new book, *Discovering Michigan County by County*. It is \$50 and she will be ordering a copy for the Library.

Closing Early on May 31, 2013

Director Knepp requested closing early (4 p.m.) on Friday, May 31, 2013 for Mio AuSable's graduation ceremony. Our intern, Wyatt Knepp, will be graduating then. The board agreed to this one-time, early closing.

Vice Chair Crane will have a card for Wyatt so that board members can sign it.

Director's Comments

None

Correspondence

None

Board Member Comments

Board member Call asked if anything had been done about the furnace yet. She volunteered to meet with Director Knepp and Joe (county maintenance) to discuss and get the project moving forward.

Northland Board Advisory Comments

None

Public Comment

None

Commissioner Liaison Comment

Mr. Grantner questioned Director Knepp as to why she was not in compliance with the county auditor's yearly report with regards to depositing transmittals on a regular basis. He referred to audits dating as far back as 2007. Director Knepp stated that we are in compliance. Several years ago, when staff was bare-bones, she was not always able to get to the treasurer's office as planned because only one person would be in the Library. Library policy states there must be two employees in the building at all times. She further stated that she has discussed

this issue in her yearly meetings with the auditor and that they reached a resolution on the issue of cash transmittals in 2010 (*see below).

Mr. Grantner indicated that transmittals need to be made in a more timely fashion. Director Knepp and Mr. Kendall, the county's treasurer, have agreed that twice a month for deposit of transmittals is sufficient based on the amount collected at the Library. Director Knepp stated that the Library is governed by the Oscoda County Library Board and that the library board is under obligation to abide by the rules and policies set forth by the State of Michigan with regards to libraries which may differ from those of the county.

All monies collected are kept in a locked safe and the Library has purchased software to track the receipt of cash and checks and it is in use by the Library staff.

*From the official minutes from the July 7, 2010 meeting:

Audit

Board Chair Olsen and Director Knepp met with the auditor. Resolution was reached on the issue of cash transmittals. Director Knepp will make a deposit when she drops off time sheets (two times per month). The Treasurer's Office will issue a receipt. Director Knepp will report deposits/transmittals at each board meeting. This will provide a check and balance for incoming cash.

Seeing no further business, Vice Chairman Crane adjourned the meeting. The next regular meeting will be held June 12, 2013 at 4:45 p.m.

Respectfully submitted,
Deb Shumaker - Secretary