

# Oscoda County Library Board

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## UNOFFICIAL MINUTES

September 18, 2013

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON WEDNESDAY, SEPTEMBER 18, 2013 AT 6:00 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 6:05 p.m.

Members Present: Olsen Call, Stenzel, and Shumaker

Member Absent: Crane

Others Present: Amy Knepp and Mark Grantner

### Minutes

The minutes of the August 14, 2013 meeting stand approved as presented.

Board member Call asked Director Knepp to call the U.S. Conservation District Office regarding the trees slated for removal.

### Budget Report

Shumaker/Stenzel Approve payment of bills in the amount of \$1,349.19.  
4 Ayes : 0 Nays. **Motion carried.**

### Transmittals

There was a single group of transmittals this month instead of two. The board requests that when time sheets are taken to the Court House, transmittals are taken at the same time. This will provide for twice-per-month deposits.

### Old Business

#### Computer Purchase

Director Knepp presented information on four computer models from vendor CDW. Each model is an HP and has Windows 7.

- 1 computer will go in the Director's Office. It will have Microsoft Office on it. Cost-\$614.96
- 3 computers will be place at the Circ Desk and Staff Office. Cost for 3 - \$1,447.50
- It is noted that the purchase of monitors, keyboards, and mice is not needed.
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Stenzel/Call Approve purchase of four computers in the amount of \$2,062.46.  
4 Ayes : 0 Nays. **Motion carried.**

#### Shelving & Carpeting

Director Knepp, board chair Olsen, and board member Shumaker will meet to determine a timeline for renovations.

**Tree Maintenance on Property**

The oak trees closest to the Library need to be removed. After speaking with Laura Freer, Director Knepp will put this tree removal project out for bid. The bid will include the tree service being licensed as well as having Workman’s Comp.

Stenzel/Call

Approve placing bid in local newspaper for the cutting and removal of trees closest to the Library.

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

**New Business**

**Resignation of Vice Chair Nancy Crane**

Director Knepp read a letter of resignation from Nancy Crane.

Director Knepp read a letter from former Assistant Librarian Vi Ward expressing her interest in the vacant position on the board.

Past practice has been to advertise vacant board positions in the local paper.

Olsen/Call

Motion to place ad in the local paper advertising vacancy on the Oscoda County Library Board.

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

**Director’s Comments**

None

**Correspondence**

None

**Board Member Comments**

Board member Shumaker asked the board to revisit computer usage and unattended children policies.

Chair Olsen asked Director Knepp to move several signs from outside her office door to inside her office.

Board member Stenzel asked if new books are being cataloged in a timely fashion. Director Knepp said yes. Taylor has set a weekly goal of the number of books she wants to catalog. She is meeting or exceeding her goal on a regular basis.

**Northland Board Advisory Comments**

The Advisory Council will be meeting at the Library tomorrow (9/19).

**Public Comment**

None

**Commissioner Liaison Comment**

None

Chair Olsen asked Director Knepp to excuse herself so the board could discuss library concerns.

Seeing no further business, Chairman Olsen adjourned the meeting. The next regular meeting will be held October 16, 2013 at 6:00 p.m.

Respectfully submitted,  
Deb Shumaker - Secretary