

Oscoda County Library Board

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OFFICIAL MINUTES

October 16, 2013

Approved November 20, 2013

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON WEDNESDAY, OCTOBER 16, 2013 AT 6:00 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 6:00 p.m.

Members Present: Olsen Call, Stenzel, and Shumaker

Others Present: Amy Knepp and Mark Grantner

Conference Call with Ron Cieslak

The board held a conference call with Mr. Cieslak to clarify the contract presented. The board wants to utilize the Construction Drawings and Bidding Services sections of the contract.

Minutes

The minutes of the September 18, 2013 meeting stand approved as presented.

Budget Report

Call/Stenzel Approve payment of bills in the amount of \$2,951.54.
4 Ayes : 0 Nays. **Motion carried.**

Transmittals

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

Per Diems

Should the monthly per diem be raised? The board agreed, at this time, the \$25 per meeting per diem is sufficient. Board members will be paid for special meetings as discussed at a previous meeting.

Old Business

Library Board Vacancy

Two letters of intent were received for the vacant trustee position

Shumaker/Call Motion to appoint Aric Brenner to fill the vacant trustee position. Position will expire December 31, 2018.
4 Ayes : 0 Nays. **Motion carried.**

Disposal of Old Computers

Director Knepp asked what should be done with the old computers that were just replaced. Should they be sold? After discussion, it was decided to house them for 1 year for parts. After that, they should be recycled.

The copy machine is being disassembled. Metal will be taking to the recycling center.

Is there anything else that can be removed, recycled, or sold prior to the start of the renovations?

Job Descriptions & Policy Manual

The board received copies from the following employees describing their duties: Taylor, Verna, Joyce, and Amy. Several others will be submitted shortly. The board will be reviewing and revising all job descriptions in the future.

The board will begin to review a section of the policy manual at each meeting.

Shelving, Paint, and Carpet

Board members were able to view the wall and trim paint that Director Knepp painted in her office. The colors met with board approval – light cream for the walls and a brick red for the trim/doors. A deeper cream/tan will be used for the trim where the wall edge and ceiling meet.

Building Project & Ron Cieslak Contract

The board discussed the contract and is ready to start the process with the construction drawings.

Stenzel/Call

Motion to approve the Ron Cieslak Contract for construction drawings and bidding services with the not-to-exceed amount as \$5,625.00.
4 Ayes : 0 Nays. **Motion carried.**

Before making a decision on changing lights, the board will see how the lighting is after the carpet is laid, the painting is done, and the new shelving is installed.

The board would like Mr. Cieslak to move forward with asking for a bid for the north door prior to the painting and carpet being laid.

New Business

Bicycle Rack

A number of people have been riding their bikes to the Library. Should a bicycle rack be installed? Director Knepp will bring information back to the board next month.

Review of Purchasing Policy

This item was tabled and will be brought back next month.

Director's Comments

None

Correspondence

None

Board Member Comments

None

Northland Board Advisory Comments

There will be a change in the \$2,500.00 library reimbursement from the Cooperative. In the past, this money has been used for fees of the circulation software.

The Cooperative is in good shape financially.

Public Comment

None

Commissioner Liaison Comment

Commissioner Grantner presented maintenance costs. Board chair Olsen asked for a time study on the cleaning portion.

A special meeting will be held on Tuesday, October 22, 2013 at 6:30 p.m. to discuss the 2014 budget.

Seeing no further business, Chairman Olsen adjourned the meeting. The next regular meeting will be held November 20, 2013 at 6:00 p.m.

Respectfully submitted,
Deb Shumaker - Secretary