

## Oscoda County Library Board

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### UNOFFICIAL MINUTES

January 15, 2014

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON WEDNESDAY, JANUARY 15, 2014 AT 5:00 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 5:05 p.m.

Members Present: Olsen, Call, Brenner, Stenzel, and Shumaker  
Others Present: Amy Knepp and Mark Grantner

#### Election of Officers

Director Knepp entertained nominations for Chair. Judy Olsen was nominated.  
4 Ayes : 0 Nays. **Motion carried.**

The meeting was turned over to Chairman Olsen. She entertained nominations for Vice Chair. Dawn Stenzel was nominated.  
4 Ayes : 0 Nays. **Motion carried.**

Chairman Olsen entertained nominations for Secretary. Deb Shumaker was nominated.  
4 Ayes : 0 Nays. **Motion carried.**

#### Meeting Days & Times

The board discussed meeting days and times. It was proposed to change meeting days from the 3<sup>rd</sup> Wednesday of the month to the 3<sup>rd</sup> Monday of the month with a starting time of 5 p.m. effective with the April 2014 meeting.

Shumaker/Call Motion to change meeting days to the 3<sup>rd</sup> Monday of the month with a start time of 5 p.m. effective with the April 21, 2014 meeting.  
4 Ayes : 0 Nays. **Motion carried.**

#### Meeting dates:

- February 19, 2014 (Wednesday)
- March 19, 2014 (Wednesday)
- April 21, 2014 (Monday)
- May 19, 2014 (Monday)
- June 16, 2014 (Monday)
- July 21, 2014 (Monday)
- August 18, 2014 (Monday)
- September 15, 2014 (Monday)
- October 20, 2014 (Monday)
- November 17, 2014 (Monday)
- December 15, 2014 (Monday)

## Minutes

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

## Budget Report

Call/Shumaker Approve payment of bills in the amount of \$6,800.04.  
5 Ayes : 0 Nays. **Motion carried.**

## Transmittals

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

## Old Business

### **Building Project – Paint, Carpet, Shelving, Ceiling/Lighting**

**Paint** - The board is interested in someone with commercial painting experience.

Brenner/Call Motion to place ad in paper for bids for a commercial painter. Bids due Monday, February 17, 2014 by 5 p.m.  
5 Ayes : 0 Nays. **Motion carried.**

**Carpet** – Director Knepp and Chair Olsen will check on carpet.

**Shelving** – New shelving has arrived and is stored in the Library. Director Knepp will assemble one to see how long it takes, how much space is needed, etc. She will report back to the board at the February meeting. Once the board knows what it will take to assemble, then it can decide who will assemble the rest.

**Ceiling/Lighting** – Chair Olsen said we do not want a drop ceiling. She will contact Ron Cieslak and discuss. We may wish to remove some sections of lighting in Phase 2. The hall and ceiling can be painted in Phase 2 once lighting is taken care of.

### **Other:**

- Board member Brenner asked if the Library has had a building inspection. There has been no inspection since the building was built. Director Knepp will contact Joe Stone.
- Board member Brenner asked if the dumpster near the front entrance can be moved elsewhere. Director Knepp will check.
- Director Knepp and Chair Olsen will contact Let's Talk Auction to discuss auctioning off excessive/old office furniture and equipment.
- We need to keep track of community members who help during the remodeling process so we can send thank you cards.

### **Job Descriptions, Employee Policies/Procedures, & Wages**

The board will meet Sunday, January 26, 2014 from 1 p.m.-4 p.m. for a "Work Bee" to discuss job descriptions, employee policies/procedure, & wages.

Other items to discuss:

- Review the Library's Smoking Policy
- Staff training needed
- Health of Experience Works employees

**Tree Removal**

Paul Call looked at the trees that need to be removed. Director Knepp will get ahold of Smitty's for removal. Mr. Call will dispose of wood.

**Quilt Trail Block**

Director Knepp will follow up to make sure application has been received.

**Cleaning**

Mary Kard comes highly recommended as the new cleaning lady for the Library. She will bill the Library monthly. The Library will furnish cleaning supplies. The board discussed salary. Vice Chair Stenzel suggested a starting wage of \$15.00 per hour. Board member Call suggested a 3-month trial. The first time Ms. Card comes to clean, Director Knepp will be available to answer questions.

**Nancy Cranes' Retirement**

Board member Call reported that we will honor Nancy at the February board meeting at 7 p.m.

**New Business**

**Memorial Fund**

In honor of her father, Director Knepp suggested memorial funds be sent to the Kirtland Youth Theater.

**Equipment**

**New Workroom Printer** – The board discussed that it would like to look into the purchase/lease of one large, heavy duty copier/printer/scanner/fax machine for the Library instead of individual pieces of equipment.

**Refrigerator** – Chair Olsen presented a bill from August 2013 from Lew Gemmel for a refrigerator he purchased for the Work Room. No action was taken as this had not received prior approval from the board.

**Roof** – The damage can be fixed temporarily until the entire roof is replaced.

**Fax Machine** – A new fax machine was purchased while Director Knepp was off.

**Director's Comments**

None

**Correspondence**

The board received a letter from Lew Gemmel.

**Board Member Comments**

None

**Northland Board Advisory Comments**

None

**Public Comment**

None

**Commissioner Liaison Comment**

Commissioner Grantner stated the commissioners kept their officers for the new year. He also recommended that employee concerns be turned over to the director. The board's job is to set policy.

Seeing no further business, Chairman Olsen adjourned the meeting. The Library's Work Bee will be held Sunday, January 26, 2014 at 1 p.m. The next regular meeting will be held Wednesday, February 19, 2014 at 6:00 p.m.

Respectfully submitted,  
Deb Shumaker - Secretary