

Oscoda County Library Board

430 W. Eighth Street
Mio, Michigan 48647
Phone: 989-826-3613
Fax: 989-826-5461

UNOFFICIAL MINUTES

December 15, 2014

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON MONDAY, DECEMBER 15, 2014 AT 4:30 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 4:40 p.m.

Members Present: Stenzel, Emig, Call, and Shumaker

Absent: Olsen

Others Present: Amy Knepp, Mark Grantner, Jenny Layman, Dee Marshall, Jeri Winton, Lee Christenbery, Violet Ward, Joe Stone, Dirk Knepp, Wyatt Knepp, Bob Boerner, Bill Kendall, Audrey Lunning, and Gwen Monk

Vice Chair Stenzel called the meeting to order.

Minutes

The minutes of the November 17, 2014 meeting stand approved as presented.

Budget Report

Board member Shumaker asked if the Overdrive titles presented at this meeting were for unlimited access or 25 users max.

Call/Emig

Approve payment of bills in the amount of \$31,092.94.
4 Ayes : 0 Nays. **Motion carried.**

Transmittals

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

Old Business

Redesign Process – Phase II

Prior to the meeting, board members did a walk-through of the meeting room, kitchen area, book room, and hallway. Construction will be finished soon.

Board member Emig asked about a coffee maker for the Reading Room area.

Trustee Vacancies

Board member Emig reported both nominees were approved by the commissioners.

Board Retreat

Discussion on this was tabled until January 2015 meeting.

New Business

Election of Officers

Emig/Call Motion to hold election of officers at the January 2015 meeting when all board members are present.
4 Ayes : 0 Nays. **Motion carried.**

Phase II - Painting

The drywall will be done Friday, December 19, 2015. Director Knepp presented a draft of an ad for the Phase II painting. Completion date – no later than January 15, 2015.

Call/Emig Motion to place paint bid ad, as presented, in the Oscoda County Herald. Bids will be due no later than 5 p.m. on Monday, January 5, 2015. Bid will also be placed in the Mio Hardware & will be on the Library's Facebook page.
4 Ayes : 0 Nays. **Motion carried.**

Saturday Hours

Bear's Chair will begin on Saturday, January 10, 2015. Currently, hours are from 11-2 with a limited number of patrons coming in during the afternoon hours.

Call/Emig Motion to adjust Saturday hours from 11 a.m.-2 p.m. to 9 a.m.-1 p.m. starting in January 2015.
4 Ayes : 0 Nays. **Motion carried.**

Meeting Room

Board members Call and Shumaker along with Director Knepp will work on a meeting room policy and application which will be brought back to the board at the January 2015 meeting.

Director's Comments

None

Correspondence

None

Board Member Comments

Board member Shumaker made additional comments with regards to Overdrive.

Northland Board Advisory Comments

Director Knepp was unable to attend the December retreat. She did report that the Co-op will stay as-is – a virtual cooperative. It is looking for additional members – possibly some libraries from the Cadillac-Wexford Cooperative may wish to join.

Commissioner Liaison Comment

Commissioner Grantner stated that Violet Ward's term should expire in 2019 instead of 2020.

Public Comment

The following items were brought forth during public comment:

- Why the large raise in salary for the director? The Library board stated that Director Knepp has not had a substantial raise in years. She holds a Master's degree in Library Science. She also performs other duties that the county has additional personnel for such as maintenance of technology.
- Utility bills are not being brought to the Clerk's Office in a timely fashion. The clerk suggested a 24-hour turn-around. Her office will write checks for utilities upon receipt of bill/invoice.
- Part of the problem may be that bills are going to the county mailbox instead of the Library mailbox. A suggestion by board member Emig is to have mail sent back to sender with the correct address. Then, utility bills will come to the Library instead of the county offices.
- A suggestion by board member Emig is the Library board appoint a treasurer to provide oversight on financial matters.
- Clerk Winton said that even though the Library board is independent of the county, it uses county services. This is based on past-practice and includes items such as health & building insurances. (Note: These items are billed back to the Library board.)
- The Library board said it has had discussion as to paying the county for services it provides such as accounting. This would be similar to its agreement for maintenance of grounds.
- A suggestion by board member Emig is the clerk, treasurer, Library board, and entire board of commissioners meet to air concerns and get everyone on the same page including what services the county will provide the Library.
- Clerk Winton expressed concern about the need for additional funds to be placed in the Unemployment line item.
- Commissioner Christenbery asked why the Library does not use M-33 for its technology needs. Board member Shumaker stated that their function was to provide Internet service not maintain servers, software, etc.
- Board member Emig stated the Library board used the county as a pass-through for accounts in the past.
- Clerk Winton wanted to know how the bids were placed for the bid construction. Were local companies contacted? It was stated that the construction bids were handled by the architect as per the contract with him. It was further stated that Mr. Cieslak did contact local contractors. The final bid was awarded to Wakefield Construction of Houghton Lake who constructed the Library building originally. Clerk Winton that Mr. Peter Szubelak did not have the opportunity to bid on the carpet installation and wanted to know why. Library board members stated that his concerns were directed to Board Chair Olsen who contacted him. Mr. Szubelak was invited to address the Library board at its Oct. 20 meeting but did not attend.
- Commissioner Christenbery asked why Library reps did not show up to commissioners' meeting when invited. The Nov. 25 commissioner board minutes reflect that Library board Chair Olsen was excused. With regards to the Dec. 9 meeting, Chair Olsen received an email from the board of commissioner's secretary (Brenda Moore) stating she did not have to attend.
- The Library board was asked about its purchasing policy. The Library does have a policy.

The next regular meeting will be held Monday, January 19, 2015 at 5:00 p.m.

Respectfully submitted,
Deb Shumaker – Secretary

Future meeting dates:

- January 19, 2015 (Monday)
- February 16, 2015 (Monday)
- March 16, 2015 (Monday)
- April 20, 2015 (Monday)
- May 18, 2015 (Monday)
- June 15, 2015 (Monday)
- July 20, 2015 (Monday)
- August 17, 2015 (Monday)
- September 21, 2015 (Monday)
- October 19, 2015 (Monday)
- November 16, 2015 (Monday)
- December 21, 2015 (Monday)