

# Oscoda County Library Board

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## UNOFFICIAL MINUTES

January 11, 2016

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON  
MONDAY, JANUARY 11, 2016 AT 5:00 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 5:05 p.m. by President Stenzel.

Members Present: Stenzel, Ward, and Shumaker  
Members Absent: Emig and Call  
Others Present: Amy Knepp and Lee Christenbery

The Pledge of Allegiance was recited.

### Minutes

The minutes from the December 14, 2015 meeting stand approved as presented.

### Budget Report

#### Review of Budget

The budget was reviewed.

#### Review of Transmittals

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

#### Approval of Bills

Ward/Shumaker Motion to approve transmittals and the payment of bills (\$3,554.64) as presented.

Roll call vote:

Shumaker – Aye

Stenzel - Aye

Ward – Aye

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

Director Knepp will call the CPA for instructions on how to close out the 2015 fiscal year.

Director Knepp suggested the board consider going with the online version of QuickBooks. That way she can take care of business no matter which branch she is at or if she is out of town. Before doing so, she will contact QuickBooks for answers to a list of questions she has.

## Old Business

### **MERS Transfer Agreement**

An actuarial was emailed to the Library. Director Knepp & Treasurer Call will be speaking with Tony to explain the document and clarify points. They will report back at the February 2016 meeting.

### **Director's Evaluation**

Evaluations should be given to Secretary Shumaker so she can tally. Action was tabled until the February meeting.

### **Aide/Cataloging Clerk**

Director Knepp and President Stenzel will conduct interviews next week. Candidates have been selected from both the first and second rounds of submissions. Several resumes were received later.

While discussing this agenda item, Director Knepp said that Joyce will be leaving February 1, 2016 for a new position. She also reminded the board that our policy states that there will be two persons on duty. At the present time, there is not enough work for two people at the Fairview branch unless it is when programming is scheduled there.

## New Business

### **Bank of Record**

Ward/Shumaker

A motion to continue using First Federal (Mio branch) as the Oscoda County Library's bank of record.

Roll call vote:

Shumaker – Aye  
Stenzel - Aye  
Ward – Aye

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

### **Payment of Utilities and BCN Bills As They Arrive**

Ward/Shumaker

A motion to pay utility and BCN bills when received.

Roll call vote:

Shumaker – Aye  
Stenzel - Aye  
Ward – Aye

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

### **Bill Paying Committee (Annual Meeting, By-Laws Article IV, Sec. 3)**

President Stenzel appointed Treasurer Call, Trustee Ward, and herself to the Bill Paying Committee. This committee has the authority to approve bills for payment in place of any regularly scheduled meeting.

### **2016 Meeting Date Schedule**

The board reviewed the meeting schedule for 2016. Director Knepp suggested that two of the meetings be held at the Fairview branch. The board will discuss which dates at the February 2016 meeting.

### **Holiday Closing Schedule**

The board reviewed the holiday closing schedule for 2016. Secretary Shumaker asked if the Library would be closed on Good Friday. Director Knepp stated the Library has been closed for the afternoon on Good Friday. She will add this to the schedule.

Ward/Shumaker

A motion to accept the Holiday Closing Schedule with the addition of being closed one-half day (afternoon) on Good Friday.

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

### **Millage/Ballot Proposal**

The board reviewed the previous ballot language. It was noted that there will be a number of renewals on the ballot including the Library's -

- Council on Aging
- Drug Enforcement
- Sheriff's Department
- Possibly others

It was suggested that the board make a list of what the millage is needed for including:

- Roof at Mio
- Parking Lot Expansion at Mio
- Increase in Costs at Fairview Branch
- Shelving at Fairview Branch
- Children's Garden at Mio
- Other items of need

Director Knepp suggested the board conduct one or more special meetings to discuss.

### **2015 Audit**

The board will need an RFP for the audit. Director Knepp will gather information so the board can move forward on conducting the 2015 audit.

### **Board Member Call Reappointment to the Library Board**

Director Knepp read an email from Treasurer Call asking to be recommended for reappointed to the Library Board

Ward/Shumaker

A motion to recommend Treasurer Call for reappointment to the Oscoda County Library Board.

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

### **Baker & Taylor Lease Contract**

The board discussed the lease contract for 10 books per month with Baker & Taylor at a cost of \$2,158.80 per year (approx. \$18.00 per book). Director Knepp recommended that the lease be increased (possibly doubled) so that books from the lease will be available at the Fairview branch.

Ward/Shumaker A motion increase the lease contract (not more than double) with Baker & Taylor.

Roll call vote:

Shumaker – Aye

Stenzel - Aye

Ward – Aye

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

Director Knepp noted that patrons are very happy being able to pick up MeLCat books at the Fairview branch.

Director Knepp also stated there is a need for an after-hours book return at the Fairview branch. She will check with Northland Area Federal Credit Union (another tenant in the Plaza) to see if a book return can be placed in their lobby so patrons have a place to return books on the days the branch is not open (Tuesdays & Thursdays).

### **Director's Comments**

Director Knepp & Programming Clerk Beth Petrik will be gone starting Thursday to New Orleans for training for the Prime Time Family Reading Time Grant.

The Library has received reimbursement from the state for Director Knepp having her master's degree.

### **Correspondence**

Director Knepp read an email from Roger Mendel (Northland Library Cooperative) with regards to the question Trustee Ward asked about the director hiring and firing staff. Mr. Mendel stated this is usual practice for a director and this duty should be stated in the director's job description.

### **Board Member Comments**

It was brought to the board's attention that it would be appreciated if member comments would be kept brief and to the point during meetings so as to give all members the opportunity to contribute to the topic being discussed and to keep meetings moving along.

### **Northland Board Advisory Comments**

None

### **Commissioner Liaison Comment**

None

### **Public Comment**

None

Seeing no further business, the meeting was adjourned at 5:53 p.m.

The next regular meeting will be held Monday, February 8, 2016 at 5:00 p.m.

Respectfully submitted,  
Deb Shumaker – Secretary

2016 meeting dates:

• <del>January 11, 2016</del>	• July 11, 2016
• February 8, 2016	• August 8, 216
• March 14, 2016	• September 12, 2016
• April 11, 2016	• October 10, 2016
• May 9, 2016	• November 14, 2016
• June 13, 2016	• December 12, 2016

**Items for next month's agenda:**

- Aide/Cataloging Clerk Positions
- MERS Transfer Agreement
- Director's Evaluation
- QuickBooks Online
- 2016 Board Meetings at Fairview
- Millage/Ballot Proposal – Special Meetings
- 2015 Audit
- Report on Prime Time Family Reading Time Grant training
- Book Return at Fairview