

# Oscoda County Library Board

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## UNOFFICIAL MINUTES

March 13, 2017

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON MONDAY, FEBRUARY 13, 2017 AT 5:00 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 5:00 p.m. by President Stenzel.

Members Present: Stenzel, Emig, Call, and Ward

Others Present: Amy Knepp, Brandy Wright

The Pledge of Allegiance was recited.

### Minutes

The minutes from the February 13, 2017 meeting stand approved as presented.

### Old Business

#### Director's Retirement

Director Knepp provided the Board with information from the Department of Labor regarding retirements. Discussion was held on MERS. It was agreed that Director Knepp should invite Tony Radjenovitch to the April meeting to answer questions from the Board. Board members were encouraged to email Director Knepp any questions they may have prior to the April meeting.

#### Policy 2.0 - Controlled Substance – 2<sup>nd</sup> Reading

Ward/Emig

Motion to approve Policy 2.0 – Controlled Substance Policy.

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

#### Policy 3.0 - Harassment Policy – 2<sup>nd</sup> Reading

Ward/Call

Motion to move Policy 3.0 – Harassment Policy.

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

#### Board By-Laws – 1<sup>st</sup> Reading

Director Knepp presented the Board By-laws for review. Please email Director Knepp corrections before the April meeting.

Ward/Call

Motion to move Oscoda County Library Board of Trustee By-Laws to a 2<sup>nd</sup> reading.

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

#### Bill for Life and Disability Insurance

Director Knepp reminded the Board they previously approved the quote for Life and Disability insurance for the eligible employees. She asked the Board to approve the payment of premium once it is received.

Emig/Call

Motion to approve the payment of premium for Life and Disability Insurance once it is received.

Roll call vote:

Call – Aye  
Emig – Aye  
Stenzel – Aye  
Ward– Aye

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

### **Investment of Funds**

Director Knepp asked Board members to review the Investment of Funds that was provided by Bill Kendall, Oscoda County Treasurer. She also reminded the Board that the Library of Michigan has published a Financial Management Reference Guide that is available on their flash drives. If you cannot find your copy please let her know and she can email you the link to the online version.

## **New Business**

### **Roof and Parking Lot**

Director Knepp reported that during the last windstorm the Library has had shingles come off the roof. They do not seem to be from the same area. Our building was built in 1998, and has the original roof. Discussion was held on whether the Board should hire a contractor to replace the missing shingles, or re-roof the library. Consensus was to re-roof. Discussion was then held on whether to use shingles or metal roofing material. It was the consensus of the Board to ask for bids for both shingles and metal roofing. Director Knepp email Michlib-L and see if any surrounding libraries have bids they would be willing to share and compose a bid for the Board to review. It was the agreement of the Board to place an ad in the Herald for two weeks as well as post on Facebook.

### **BiblioBoard**

Director Knepp provided information on the BiblioBoard service and its cost. She would be emailing Board members the email and password for the free trial. She will be asking the Board to make a decision at the April meeting.

## **Budget Report**

### **Review of Budget**

Budget information will be available at next month's meeting.

### **Review of Transmittals**

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

### **Approval of Bills**

Emig/Ward

Motion to approve transmittals, bill paid since previous meeting, and the payment of bills in the amount of \$12,946.20

Roll call vote:

Call – Aye

Emig – Aye  
Stenzel – Aye  
Ward– Aye

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

**Director’s Comments**

None

**Correspondence**

None

**Board Member Comments**

None

**Northland Board Advisory Comments**

None

**Commissioner Liaison Comment**

None

**Public Comment**

Director Knepp reminded everyone of the performance of The Giver April 12, 2017 at 6:30 pm at the Library.

Meeting adjourned 5:48 p.m.

The next regular meeting will be held Monday, April 10, 2017 at 5:00 p.m. at the **FAIRVIEW BRANCH.**

Respectfully submitted,  
Amy Knepp – Acting Secretary

2017 meeting dates:

• <del>January 9, 2017 – Mio</del>	• July 10, 2017 - Fairview
• <del>February 13, 2017 – Mio</del>	• August 14, 2017 - Mio
• <del>March 13, 2017 – Mio</del>	• September 11, 2017 -Mio
• April 10, 2017 - Fairview	• October 9, 2017 - Fairview
• May 8, 2017 - Mio	• November 13, 2017 - Mio
• June 12, 2017 - Mio	• December 11, 2017 - Mio

**Items for next month’s agenda:**

- Investments
- Director’s Retirement
- Progress on Quilt Block
- Signage for Path North of the Library – Mio & the Fairview Branch
- 2017 Audit
- Lighting Replacement - Mio