

# Oscoda County Library Board

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

## UNOFFICIAL MINUTES

August 14, 2017

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON  
MONDAY, AUGUST 14, 2017 AT 5:00 P.M.  
AT THE MAIN BRANCH OF THE OSCODA COUNTY LIBRARY

Call to Order: 5:07 p.m. by Vice President Ward.

Members Present: Ward, Emig, Call, and Shumaker

Members Absent: Stenzel

Others Present: Amy Knepp and Wayne Nutt

The Pledge of Allegiance was recited.

### Old Business

#### Minutes

The minutes from the July 10, 2017 meeting stand approved as presented.

#### Director's Retirement

Trustee Emig presented a draft of the contract. It was reviewed by the board and changes were suggested. The revised contract will be brought back to the board for a vote at the September meeting.

#### Roof – Main Library

Trustee Emig will invite Mr. Stone to attend the next meeting to talk about roof specs.

#### Employees - Contract Cataloger

The board reviewed the recommendation of its attorney to move from contracting cataloging services to hiring a person to fulfil the duties of cataloger as well as other library duties. The demand for cataloging new materials has not decreased. The board discussed hiring Sue Perry to fill the position as her application is already on file.

Shumaker/Emig

Motion to offer the position of Part-Time Regular Library Clerk to contract cataloger Sue Perry. This position will start at minimum wage and part of the "Other Duties as Assigned" will include cataloging.

Roll call vote:

Call – Aye

Emig - Aye

Shumaker – Aye

Ward – Aye

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

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**Paid Holidays**

Director Knepp discussed with other directors how they handle having employees work on a holiday for a voluntary event. She found that we are the only one doing such an event. Those directors suggested offering holiday pay. The Policy Committee (Call, Shumaker, and Knepp) will convene and bring a recommendation to the board. Director Knepp will gather additional information including information from the Labor Relations Board.

**Donations Policy**

The board needs to revisit the existing Donations Policy as the Library is getting items that are not wanted. Director Knepp will check on other library’s donation policies.

**New Business**

**Vice President Ward’s Position**

Vice President Ward will be wintering outside the county for approximately seven months starting this October and will return sometime in April. She is asking the board whether she should resign her position or stay on. Options for her “attending” board meetings while away would be to use Skype. The consensus was for board members to think about this and table until the September board meeting for further discussion. Director Knepp will check with the attorney about voting but not being physically present at meetings.

**Budget Report**

**Review of Budget**

The budget was reviewed.

**Review of Transmittals**

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

**Approval of Bills**

Emig/Call

Motion to approve transmittals and the payment of bills in the amount of \$8,652.29.

Roll call vote:

- Call – Aye
- Emig - Aye
- Shumaker – Aye
- Ward– Aye

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

**Director’s Comments**

Director Knepp won a day with Senator Jim Stamas while participating in the American Cancer Society’s Badges for a Cause. If any board member has concerns, share them with her and she will relay them to him.

Director Knepp reported on the licensing issues with the Excel Group. The Library will be renting the equipment from the Excel Group but will have the video licensing contract for the outside showing of movies at River Fest with Swank. The Library may wish to purchase outdoor equipment for future events rather than rent it.

**Correspondence**

Director Knepp reported the following will be happening to the Library accounts based on the most recent audit report:

- Fund 701-001-271.00 will be closed.
- Money in 271 will be transferred to 701-001-241.00 (Library Trust & Agency/Master Voucher)
- The County will retain \$2,000.00 for Adjustments – e.g. Board of Review, Tax Tribunal, Tax Refunds, etc.

**Board Member Comments**

Trustee Emig handed out stickers with a toll-free number to call to report any issues related to Human Trafficking.

**Northland Board Advisory Comments**

None

**Commissioner Liaison Comment**

Commissioner Nutt reported there are two “hot topics” for the county. One is the EMS operations and equipment millage that is coming up for a vote in November 2017 – 2 mills for 3 years. The second is the new courthouse. Once contracts are signed, construction can begin.

**Public Comment**

None

Meeting adjourned 6:27 p.m.

The next regular meeting will be held Monday, September 11, 2017 at 5:00 p.m. at the Main Library.

Respectfully submitted,  
 Deb Shumaker – Secretary

2017 meeting dates:

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

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

- Investments
- Service Master
- Book Return - Fairview
- Lighting Replacement – Mio
- Roof and Parking Lot – Mio
- Director's Retirement Contract
- Vice President Ward's Position
- Donations Policy
- Report from Policy Committee on handling future paid holidays when the employee is not scheduled to work on the holiday