

Oscoda County Library Board

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UNOFFICIAL MINUTES

November 4, 2017

A RETREAT OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON SATURDAY, NOVEMBER 4, 2017 AT 1:00 P.M. AT THE MAIN BRANCH OF THE OSCODA COUNTY LIBRARY

Call to Order: 1:06 p.m. by President Stenzel.

Members Present: Stenzel, Emig, Call, and Shumaker

Members Absent: None

Others Present: None

Business

2018 Health Insurance for Director

Treasurer Call presented the 2018 cost for the current policy. There is a slight increase over this year (2017) - \$14,750.64. She also presented 3 additional options with various specs/deductions. After review, the board feels option 1 would be a better plan (HMO Gold 500/20%) - \$15,527.88.

Treasurer Call will discuss the policy specifications with Director Knepp.

Insurance Claim for Roof Repair – 185266

The board acknowledged the receipt of the adjustor's estimate.

Roof – Main Library

The board reviewed the bid wording and made several suggestions for clarity.

Information on a metal (aluminum) roof was available for review. Discussion was held as to the benefits of a metal roof including reductions in: insurance, heating & cooling costs, leaking, mold, maintenance. American Metal Roof has offered to come to a meeting to talk about the pros and cons of a metal roof.

2018 Budget

The board reviewed the 2018 budget and has questions for Director Knepp.

Secretary Shumaker has Director Knepp's evaluation compiled. She will see that board members and Director Knepp get a copy to review for the November board meeting.

The board would like Director Knepp to provide a list of employees, their length of service, certification (if any), and job designation (aide, clerk, etc.)

Board Member Comments

Secretary Shumaker reminded the board that she includes a list of items the board needs to review and/or take action on at the end of each set of minutes. The board needs to look at this list at each meeting so that items on the list are prioritized and addressed in a timely manner. Additions to this list based on this retreat are:

- Review of job descriptions to make sure that they are accurate.
- Start calendar and add dates of items that need annual/biannual review such as job descriptions, by-laws, etc.
- Review of PTO time and whether or not support staff has seniority.
- Parking lot expansion – possibly contact the Road Commission for vendors and specs.

Trustee Emig suggest a list/flyer be created as to the reasons of why the board selects the type of roof it does.

The board is interested in creating a multi-year “Facilities Master Plan” including:

- Parking lot expansion
- Children’s garden
- Building expansion – possible Michigan Room

This list includes items for the Main Library only. Future discussion needs to include the Fairview Branch.

The board feels that it needs to look at preparing for these and other future projects. A timeline should be prepared to make sure that funding is available. At the December 2017/January 2018 meeting, the board will schedule another retreat to discuss a plan for the facilities.

Due to a scheduling conflict for Secretary Shumaker, the board agreed to move the time of the November 20, 2017 meeting from 5:00 p.m. to 6:00 p.m. Director Knepp will need to post this change.

The board would like to continue with the staff/board Christmas potluck. Should it be held after the December 11, 2017 meeting or should it be changed? Secretary Shumaker stated she would probably not be able to make the December 11 meeting.

The next regular meeting will be held Monday, November 20, 2017 at 6:00 p.m. at the Main Library

Respectfully submitted,
Deb Shumaker – Secretary

2017 meeting dates:

• January 9, 2017 – Mio	• August 14, 2017 – Mio
• February 13, 2017 – Mio	• September 11, 2017 – Mio
• March 13, 2017 – Mio	• October 9, 2017 – Fairview
• April 10, 2017 – Fairview	• October 26, 2017 – Mio (special meeting)
• May 8, 2017 – Mio	• November 4, 2017 Mio (retreat)
• June 12, 2017 – Mio	• November 13 20, 2017 - Mio
• July 10, 2017 – Fairview	• December 11, 2017 - Mio

Items for next month's agenda:

- Investments
- Service Master
- Book Return - Fairview
- Lighting Replacement – Mio
- Roof and Parking Lot – Mio
- Insurance Report
- Meeting Room Policy & Application
- Budget
- Director's Evaluation
- Blue Care Reimbursement
- Handyman Services
- Board Vacancy
- Municipal & Real Estate Attorneys
- Winter/Spring 2018 Retreat to Discuss Facilities Expansion/Improvements
- Job Descriptions – Review
- Calendar to Keep Track of Items Needing Annual/Biannual Review
- PTO & Seniority