

Oscoda County Library Board

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UNOFFICIAL MINUTES

June 11, 2018

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, JUNE 11, 2018 AT 5:00 P.M.
AT THE MAIN BRANCH OF THE OSCODA COUNTY LIBRARY

Call to Order: 5:02 p.m. by President Stenzel.

Members Present: Stenzel, Call, Emig King, and Shumaker.

Others Present: Amy Knepp

Minutes

The minutes from the May 14, 2018 meeting stand approved as presented.

Old Business

Roof

The following items were discussed:

- The previous bid asked for a specific product.
- The attorney has recommended that the project be re-bid.
- Bid information will be posted in area newspapers, on the Library's website. We will also reach out to local as well as out-of-the-area builders.
- The bid should specify a breakdown of "parts & labor" – the Board does not want an "all-in-one" bid.
- A tariff on aluminum and steel will result in higher costs for materials.
- Ask American Metal Roof for bid on Decra and/or Terra Bella.

There is nearly \$436,000 listed on the balance sheet.

The bid will be posted as follows:

- Aluminum roof system and/or Decra roof system
- Sealed bids due Saturday, July 7, 2018 by 1 p.m.
- Open bids on Monday, July 9, 2018
- Must have proof of Workman's Comp & liability
- Bid must contain a breakdown of cost (parts & labor)

Call/King

Motion to repost roof system bid with above listed specifications.

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

Cleaning

Service Master submitted a bid after the due date. Director Knepp will repost on the Library's website.

At this time, Director Knepp reminded the board that if a person is hired for any position as a contractual employee they must have their own business (registered)

as unemployment comes into play in this circumstance based on a visit from the unemployment office.

Investments

The Board needs to create a policy for investments. It has a copy of the Oscoda County policy. Director Knepp will review as well as check with other libraries.

Meeting Room Policy and Application

The board received a copy of the current Meeting Room Policy and Application. Board members should email Director Knepp with changes and/or corrections.

Due to the security issues at the Courthouse Annex, Director Knepp anticipates an increase in meeting room requests.

Director Knepp reported that Legos and other items have come up missing from the storage closet in the Meeting Room. Do locked cabinets need to be purchased?

It was suggested that Meeting Room chairs be labeled with the Library's name.

Storage Building

Director Knepp has priced several storage buildings at Northstar Storage Barns - Mio.

- 10'x12' Gable Shed - \$1,980
- 8'x12' Gable Shed - \$1,635

Prices include delivery.

There is approximated \$600 left in the Northland enhancement fund that could be put toward the cost.

Board members suggested pricing a larger shed or possibly two sheds.

Emig/Call

Motion to spend up to \$4,500.00 on one or two storage sheds and gravel, as needed.

Roll call vote:

Call – Aye
Emig – Aye
King – Aye
Shumaker – Aye
Stenzel - Aye

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

New Business

MERS Actuarial

An email was received stating Director Knepp's funded ratio (retirement) is 140%. The Board is currently not paying anything and does not want it to be underfunded.

Mice

Director Knepp reported there continues to be a pest problem. She has contact information for Chris & Ashley Sounders' pest control business.

Emig/Call

Motion to spend up to \$1,000.00 on pest control.

Roll call vote:

Call – Aye
Emig – Aye
King – Aye
Shumaker – Aye
Stenzel - Aye

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

Budget Report

Review of Budget

The budget was reviewed.

Review of Transmittals

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

Approval of Bills

Call/Shumaker

Motion to approve transmittals and the payment of bills in the amount of \$8,488.50.

Roll call vote:

Call – Aye
Emig – Aye
King – Aye
Shumaker – Aye
Stenzel - Aye

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

Director's Comments

Jan has resigned. Director Knepp will not be filling the position immediately.

Correspondence

A welcome letter was received from MBank (formerly First Federal).

Several documents and other information were received from the Library of Michigan:

- Updated Trustee Manual (2017)
- Public Library Financial Management Guide
- Youth Services Programming During a Time of Crisis
- Login information form United for Libraries – a statewide membership with resources for trustees, advocates, Friends, and foundations.

Board Member Comments

Trustee Emig wanted to know how Biblioboard is coming along. Director Knepp reported staff haven't moved forward on the project as planned. She will address at the next staff meeting.

President Stenzel wanted to know if the Library was going to have a float for the 4th of July parade or do something else. Director Knepp said staff is working on this. Trustee Emig hoped that participation would be in both Mio and Comins.

The Personnel Committee met to discuss various personnel matters.

Trustee King may not be in attendance at the July meeting.

Northland Board Advisory Comments

None

Commissioner Liaison Comment

None

Public Comment

None

Meeting adjourned at 6:15 p.m.

The next regular meeting will be held Monday, July 9, 2018 at 5:00 p.m. at the Fairview Branch of the Oscoda County Library.

Respectfully submitted,
Deb Shumaker – Secretary

2018 Meeting Dates:

• January 8, 2018 – Mio	• July 9, 2018 - Fairview
• February 12, 2018 – Mio	• August 13, 2018 - Mio
• March 12, 2018 – Mio	• September 10, 2018 - Mio
• April 9, 2018 – Fairview	• October 8, 2018 - Fairview
• May 14, 2018 – Mio	• November 12, 2018 - Mio
• June 11, 2018 – Mio	• December 10, 2018 - Mio

Items for next month's agenda:

- Retreat
- Investments
- Cleaning
- Book Return - Fairview
- Roof and Parking Lot – Mio
- Meeting Room Policy & Application
- Handyman Services
- Municipal & Real Estate Attorneys