

Oscoda County Library Board

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UNOFFICIAL MINUTES

July 9, 2018

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, JULY 9, 2018 AT 5:00 P.M.
AT THE FAIRVIEW BRANCH OF THE OSCODA COUNTY LIBRARY

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

Members Present: Stenzel, Call, Emig, and Shumaker

Member Absent: King

Others Present: Amy Knepp, Wayne Nutt, and Rosita Perez (mBank)

Minutes

The minutes from the June 11, 2018 meeting stand approved as presented.

Appointment

Rosita Perez – mBank

Ms. Perez brought the board up-to-date on the changeover from First Federal to mBank.

- Changeover date is July 16, 2018.
- E-statements will not transfer over.
- The Library is considered retail, not commercial.
- The Board can give the accountant access to e-statements which will be easier for him when doing the audit. There should be an 18-month window of access.
- The Library routing number will change.
- There are no fees for a non-profit.
- Old checks are OK to use.
- A fact sheet with general questions and answers about the changeover was left with Director Knepp.
- An investor is available for consultation. The Library is limited as to what it can invest in. Tiffany (mBank) can answer questions.

Old Business

Roof-Opening of Bids

Three bids were received. Bid letters can be reviewed in Director Knepp's office.

- 1) Northern Michigan Roofing (Roscommon)
Bid - \$88,490.00
- 2) Metal Roofs of Michigan (Williamsburg)
Bid - \$86,776.00
- 3) Story Roofing Company (Buckley)
Bid - \$58,600.00

Emig/Call

Motion to accept the bid from Story Roofing Company in the amount of \$58,600.00. Director Knepp has the authority to post up to 50% for the down payment. And, President Stenzel and Director Knepp will select the color.

Roll call vote:

Call – Aye
Emig – Aye
Shumaker – Aye
Stenzel – Nay

3 Ayes : 1 Nay. **Motion carried.**

The Board asked Director Knepp to check on the start date.

Meeting Room

The Board discussed the Meeting Room policy which is now three years old. Between 12-15 policies from other libraries were used to create the Library's existing policy. The Board asked Director Knepp to review other meeting room policies to make sure it is up-to-date. Is it time to change the fee structure? Director Knepp will have information at the August 2018 meeting.

Staffing

The clerk position was posted on the Library's website and Facebook. Approximately 20 applications were received. Director Knepp and President Stenzel have reviewed the applications. Interviews will be conducted shortly.

New Business

Auditor's Report of Findings

Recommendations from the auditor:

- Contribute a minimum of 1% each year to MERS (director).
- Amend budget throughout the year so that budgeted amount and actual spending are closer at the close of the year.
- Pay IRS every pay instead of quarterly to avoid penalties.

Resignation of Treasurer Call

Emig/Shumaker

Motion to accept, with regret, the resignation of Treasurer Call effective July 27, 2018.

3 Ayes : 0 Nays : 1 Abstention. **Motion carried.**

President Stenzel thanked Treasurer Call for all of her work on the Board.

Director Knepp will post the open position on Facebook and the Library's website. She also reminded the Board that once the new trustee is in place, a vice-president and treasurer need to be elected.

Tree Removal

Seven trees need to be cut down on the Main Branch property.

Director Knepp has posted the request for bid of tree removal on Facebook and the Library's website and will have bids available to open at the August 2018 meeting.

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

Emig/Call

Motion to approve transmittals and the payment of bills in the amount of \$8,553.84.

Roll call vote:

Call – Aye

Emig – Aye

Shumaker – Aye

Stenzel - Aye

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

Director's Comments

Director Knepp asked about a summer picnic/BBQ. A possible date might be August 23 but she will send out an email so everyone can check their calendars before a final date is selected.

Correspondence

The unemployment audit was received. There is an \$8.01 credit.

Board Member Comments

None

Northland Board Advisory Comments

None

Commissioner Liaison Comment

There will not be a RiverFest this year. And, there is nothing new to report on the Courthouse building project.

Public Comment

None

Meeting adjourned at 6:20 p.m.

The next regular meeting will be held Monday, August 13, 2018 at 5:00 p.m. at the Main 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:

- Roofing Start Date
- MERS Contribution
- Budget
- Meeting Room Policy & Application
- Clerk Position
- Trustee Vacancy
- Tree Removal
- Summer Picnic/BBQ
- Retreat
- Investments
- Cleaning
- Book Return - Fairview
- Parking Lot – Mio
- Handyman Services
- Municipal & Real Estate Attorneys