

Oscoda County Library Board

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UNOFFICIAL MINUTES

August 13, 2018

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, AUGUST 13, 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, King, Emig, and Shumaker

Member Absent: None

Others Present: Amy Knepp and David Stenzel

Minutes

The minutes from the July 9, 2018 meeting stand approved as presented.

Old Business

Fairview Branch – Tote Transportation

An email from Valerie was read regarding tote transportation. Discussion ensued regarding possible options. Director Knepp is awaiting a response from the attorney before the board makes a decision.

MERS – Employer Contribution

The Board discussed the amount of contribution it wishes to make as the employer contribution to MERS.

Emig/King

Motion that the board makes an annual .5% contribution to MERS. And, that President Stenzel sign any paperwork necessary regarding the contribution.

Roll call vote:

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

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

Bid for Tree Removal

Seven trees & stumps need to be removed from the Main Branch property. Three bids were received.

- Alliance - \$2,500.00. This includes dropping the trees, stump removal, and removing the wood.
- Smitty's Tree Service - \$1,140.00. This includes dropping the trees, stump removal, and removing the wood.
- Eagar - \$400.00. This includes dropping the trees only. No stump removal or removal of wood were included in the bid.

Shumaker/Emig

Motion to award bid for the removal of seven trees including stump grinding and removal of wood to Smitty's Tree Service in the amount of \$1,140.00

Roll call vote:

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

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

Roof Update

Director Knepp and President Stenzel met with Story Roofing and selected gun metal color as the color from the Century line. Story's crew will start in 2-3 weeks and the project should take 2-3 weeks to complete. Clean-up will be done every night.

Staffing/Hiring – Aide Vacancy

Beth presented information on the four candidates that were interviewed by the interview committee. Interviewees were asked to complete a data entry test. The committee recommends hiring Janae Layle for the Library Aide position.

Emig/Shumaker

Motion to hire Janae Layle for the Library Aide position starting August 20, 2018.

Roll call vote:

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

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

Beth further recommended that the board consider creating a part-time Information Technology Clerk position. This is a need that has been on the board's wish list for six years. If the board approves the position, one of the Library Aide interviewee has technology experience and should be considered for the position.

Shumaker/Emig

Motion to create an Information Technology Clerk position job description.

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

Tammy Emig will join the Personnel Committee (replacing Rita Call) along with Director Knepp and Secretary Shumaker to create an Information Technology Clerk position.

Trustee Vacancy

No applications have been received. This item is tabled until the September 2018 meeting.

Election of Treasurer and Vice President

Emig/Shumaker Motion to elect Trustee King to the position of treasurer.

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

Stenzel/King Motion to elect Trustee Emig to the position of Vice President.

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

New Business

None

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/King Motion to approve transmittals and the payment of bills in the amount of \$35,460.50.

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

Stenzel - Aye

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

Director’s Comments

Director Knepp wanted the board to know she will be running for the Kirtland Community College board in November.

Correspondence

None

Board Member Comments

Secretary Shumaker let the board know she will not be attending the September board meeting.

Director Knepp said no date has been set for the summer picnic.

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, September 10, 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:

- Budget
- Meeting Room Policy & Application
- Trustee Vacancy
- Summer Picnic/BBQ
- Retreat
- Investments
- Cleaning
- Book Return - Fairview
- Parking Lot – Mio
- Handyman Services
- Municipal & Real Estate Attorneys