

Oscoda County Library Board

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UNOFFICIAL MINUTES

October 15, 2018

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, OCTOBER 15, 2018 AT 5:00 P.M.
AT THE FAIRVIEW 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, Wayne Nutt, and Kristi McGregor

Appointment

Kristi McGregor – Attorney

Attorney McGregor met the Board and briefed them on the following:

- Quorums
- Transportation of books
- Library as Landlord
- District Library

Board member King was excused to attend another meeting.

Minutes

The minutes from the August 13, 2018 meeting stand approved as presented.

Old Business

Roof Update

The roof should be done by the end of the week.

Director Knepp will order the storage building tomorrow. Story will order shingles so that roof of storage building matches the Main Library.

Information Technology Clerk Job Description – 1st Reading

The Board reviewed the job description as presented.

Emig/Shumaker

Motion to accept the Information Technology Clerk job description as a 1st read.

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

Shumaker/Emig

Motion to move the Information Technology Clerk job description to a 2nd read and accept it as presented.

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

Emig/Shumaker

Motion to hire Wyatt Knepp as Information Technology Clerk at minimum wage, 20-29 hours per week, and to start immediately.

Roll call vote:

Emig – Aye
Shumaker – Aye
Stenzel - Aye

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

Trustee Vacancy

There has been some interest but no paperwork has been filed.

New Business

2019 Budget

The worksheet for the 2019 budget was presented. The Board discussed changes to the minimum wage for next year.

The Personnel Committee will meet to discuss wage structure for 2019.

Director Knepp would like to approve the budget in November, if possible.

2019 Health Insurance Pricing

Director Knepp reported the increase should be about .5%. Our agent will send documents spelling out the various plans and cost for each.

A rebate check was received from Blue Cross/Blue Shield in the amount of \$526.14.

Library Automation System

Director Knepp reported the Library will be leaving the Michigan Evergreen System by exercising the 240-day exit option. She is requesting information from Equinox for the cost of yearly tech support. She is also reviewing other library automation systems.

Director's Evaluation

Forms are due to Secretary Shumaker at next month's meeting. She will have them compiled and ready for review at the December meeting.

ALA Mid-Winter Conference – Seattle, Washington

A grant is available from the Library of Michigan for up to \$1,600.00 to cover the cost of attending the conference. The Board would be expected to pay expenses up-front with the grant reimbursing the board after the conference. The conference is January 25-29, 2019.

Shumaker/Emig

Motion to allow Director Knepp to attend the ALA Mid-Winter Conference in Seattle, Washington.

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

The Board asked Director Knepp to compile a list of estimated expenses for the conference and bring back to the November meeting for final approval.

Budget Report

Review of Budget

The budget was reviewed. As per the auditor, the Board will need to make budget adjustments at the December meeting.

Review of Transmittals

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

Approval of Bills

Emig/Shumaker

Motion to approve transmittals and the payment of bills in the amount of \$38,383.64.

Roll call vote:

Emig – Aye
Shumaker – Aye
Stenzel - Aye

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

Director's Comments

Director Knepp reported that Linda Jagiello's mother died (Elizabeth "Betty" Knauf). Memorials be made to the Library to promote early childhood literacy.

Correspondence

A letter was received from the Alpena Agency (re: health insurance) and from Blue Cross/Blue Shield.

Board Member Comments

None

Northland Board Advisory Comments

None

Commissioner Liaison Comment

Commissioner Nutt asked if the Library is in need of florescent light bulbs. Cooper Standard is giving some away and is looking for good homes for them. He also reported a new board of commissioners will be taking office in January 2019. Also, he is hopeful the EMS millage will pass in November.

Public Comment

None

Meeting adjourned at 6:26 p.m.

The next regular meeting will be held Monday, November 12, 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 → cancelled
• 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