

# Oscoda County Library Board

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## OFFICIAL MINUTES

December 14, 2018

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON  
FRIDAY, DECEMBER 14, 2018 AT 5:00 P.M.  
AT THE MAIN BRANCH OF THE OSCODA COUNTY LIBRARY

Call to Order: 5:09 p.m. by President Stenzel.

Members Present: Stenzel, King, and Shumaker

Member Absent: Emig

Others Present: Amy Knepp and Wayne Nutt

The Pledge of Allegiance was recited.

### Minutes

The minutes from the November 12, 2018 meeting stand approved as presented.

### Old Business

#### Northland Area Federal Credit Union Bank Account

Director Knepp gathered signatures on paperwork for opening an account at the Northland Area Federal Credit Union.

Shumaker/King

Motion to take \$1,000.00 from mBank and open a savings account at Northland Area Federal Credit Union and have Dawn Stenzel, Tammy Emig, Deb Shumaker, Stephanie King, and Wayne Nutt on the account. To further authorize Dawn Stenzel, Library Board Chair to sign all documents to open this account.

Roll call vote:

King – Aye

Shumaker – Aye

Stenzel - Aye

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

Director Knepp also gathered signatures on paperwork to update the mBank account.

#### Director's Evaluation

Vice President Emig's evaluation is needed before Secretary Shumaker tallies the evaluations up. Secretary Shumaker also asked that soon-to-be board member Nutt complete an evaluation once his term starts on Jan. 1, 2019.

#### Programming Clerk

The board discussed making the Programming Clerk position a full-time position.

Shumaker/King Motion to make Beth Barron a salaried employee with single health insurance coverage with a salary of \$29,120 and working 40 hours a week. This includes the \$30.00 per pay contribution by employee for health insurance.

Roll call vote:

King – Aye  
Shumaker – Aye  
Stenzel - Aye

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

### **2019 Budget**

The board reviewed the updated budget and discussed salaries with regards to the possible raise of the state's minimum wage in 2019.

Shumaker/King Motion to increase staff wages and establish minimum number of hours worked per week as follows starting January 1, 2019:

- Lewis from \$9.25 per hour to \$9.55 per hour – 20 hours per week
- Janae from \$9.25 per hour to \$9.25 per hour – 23 hours per week
- Cathy from \$9.25 per hour to \$9.25 per hour – 20 hours per week
- Wyatt from \$9.25 per hour to \$9.25 per hour – 20 hours per week
- Sue from \$9.25 per hour to \$9.55 per hour – 20 hours a per week
- Valerie from 9.65 per hour to \$9.95 per hour – 29 hours per week

Roll call vote:

King – Aye  
Shumaker – Aye  
Stenzel - Aye

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

Shumaker/King Motion to pay Director Knepp a salary of \$42,436 for the year of 2019.

Roll call vote:

King – Aye  
Shumaker – Aye  
Stenzel - Aye

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

Shumaker/King Motion to approve the 2019 Budget in the amount of \$301,756.90.

Roll call vote:

King – Aye  
Shumaker – Aye  
Stenzel - Aye

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

## New Business

### 2018 Budget Amendments

The amendments listed below in the motion were reviewed to balance the 2018 budget:

Shumaker/King

Motion to approve the following to amend the bottom line of the 2018 budget:

To increase the budget expense line 67100 from \$4,800 to \$5,450 and so amend the bottom line.

To increase the budget expense line 729 from \$10,000 to \$13,000 and so amend the bottom line.

To increase the budget expense line 734 from \$2,900 to \$3,216.67 and so amend the bottom line.

To increase the budget expense line 745.06 from \$800 to \$831.37 and so amend the bottom line.

To increase the budget expense line 745.08 from \$200 to \$250.06 and so amend the bottom line.

To increase the budget expense line 792.806 from \$0 to \$2,320 and so amend the bottom line.

To increase the budget expense line 807 from \$2,900 to \$3,167.95 and so amend the bottom line.

To increase the budget expense line 850 from \$2,200 to \$2,837.03 and so amend the bottom line.

To increase the budget expense line 855 from \$500.00 to \$1,500 and so amend the bottom line.

To increase the budget expense line 860 from \$0.00 to \$1,061 and so amend the bottom line.

To increase the budget expense line 901 from \$500 to \$750.00 and so amend the bottom line.

To increase the budget expense line 912.01 from \$4,100 to \$4,350 and so amend the bottom line.

To increase the budget expense line 912.02 from \$400 to \$520.96 and so amend the bottom line.

To increase the budget expense line 920.01 from \$2,500 to \$4,000 and so amend the bottom line.

To increase the budget expense line 930 from \$0.00 to \$90,109.36 and so amend the bottom line.

To increase the budget expense line 933.02 from \$0.00 to \$1,140 and so amend the bottom line.

Roll call vote (to approve all amendments):

King – Aye  
Shumaker – Aye  
Stenzel - Aye

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

### **MCLS Proposal for Strategic Planning**

The board reviewed the Proposal for Services from MCLS. Director Knepp stated that this proposal has options for services:

- Data package,
- Engagement,
- Meeting/retreat facilitation, preparation, and supplies, and
- Written Plan.

The board should further discuss which will best suit our needs. She also stated that another local library used MCLS for strategic planning. They were extremely pleased with the results and found it worthwhile. Prices include all clerical costs, consulting costs, data analysis costs, and travel.

Having completed a professional strategic plan will aid in planning for future millage proposals as well as develop the services needed and asked for by our patrons.

Stenzel/Shumaker Motion to contract with MCLS for strategic planning to better serve the future of the Library. Total amount of the proposal (all options/services) not to exceed \$28,000.00. The board will decide, after the January 2019 meeting, which services it will select from the proposal.

Roll call vote:

King – Aye  
Shumaker – Aye  
Stenzel - Aye

3 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**

Shumaker/King Motion to approve transmittals and the payment of bills in the amount of \$10,747.51.

Roll call vote:

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

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

**Director’s Comments**

None

**Correspondence**

None

**Board Member Comments**

None

**Northland Board Advisory Comments**

None

**Commissioner Liaison Comment**

Commissioner Nutt reported the commissioners will be interviewing three candidates for the EMC.

**Public Comment**

Director Knepp (as public) welcomed Wayne Nutt to the Library Board starting January 1, 2019.

Meeting adjourned at 6:18 p.m. with holiday potluck to follow.

The next regular meeting will be held Monday, January 14, 2019 at 5:00 p.m. at the Main Branch of the Oscoda County Library.

Respectfully submitted,  
Deb Shumaker – Secretary

**2018 Meeting Dates:**

• <del>January 8, 2018 – Mio</del>	• <del>July 9, 2018 – Fairview</del>
• <del>February 12, 2018 – Mio</del>	• <del>August 13, 2018 – Mio</del>
• <del>March 12, 2018 – Mio</del>	• <del>September 10, 2018 – Mio → cancelled</del>
• <del>April 9, 2018 – Fairview</del>	• <del>October 8, 2018 – Fairview</del>
• <del>May 14, 2018 – Mio</del>	• <del>November 12, 2018 – Mio</del>
• <del>June 11, 2018 – Mio</del>	• <del>December 14, 2018 – Mio (rescheduled w/Holiday Potluck to follow)</del>

**Tentative 2019 Meeting Dates**

• January 14, 2019 - Mio	• July 8, 2019
• February 11, 2019	• August 12, 2019
• March 11, 2019	• September 9, 2019
• April 8, 2019	• October 14, 2019
• May 13, 2019	• November 11, 2019
• June 10, 2019	• December 9, 2019

**Items for next month's agenda:**

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