

Oscoda County Library Board

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UNOFFICIAL MINUTES

January 8, 2019

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, JANUARY 8, 2019 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, Emig, Nutt, and Shumaker. King arrived at 5:45 p.m.

Member Absent: None

Others Present: Amy Knepp

The Pledge of Allegiance was recited.

Appointment David Votta - MCLS, via Zoom

Mr. Votta reviewed the Proposal for Service for comprehensive strategic planning and answered questions. The board was interested in how quickly it could get on MCLS's calendar. The sooner the contract is signed, the sooner the process can begin. The board would like to start no later than early fall. Summer is preferred.

Minutes

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

Old Business

Personnel Policy

Director Knepp reviewed Section 10 (Retirement Benefits) – Personnel Policy. The board provides a qualified retirement plan for the Library Director only and the wording in this section should reflect this.

Emig/Nutt

Motion to accept the recommended change to the Oscoda County Personnel Policy – Section 10 (Retirement Benefits) from “regular full-time salary employee” to “the Library Director” (The Library shall provide a qualified retirement plan for the Library Director.) effective January 1, 2019.

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

2019 Budget

Due to the increase in the minimum wage, as signed by Governor Snyder before leaving office, the board reviewed the increases in hourly wages for staff who would be affected.

Emig/Nutt

Motion to increase the hourly wage beginning March 29, 2019 for the following staff and so amend the bottom line of the 2019 budget:

- Janae from \$9.25 per hour to \$9.45 per hour – 23 hours per week
- Cathy from \$9.25 per hour to \$9.45 per hour – 20 hours per week
- Wyatt from \$9.25 per hour to \$9.45 per hour – 20 hours per week

Roll call vote:

Emig – Aye
 Nutt – Aye
 Shumaker – Aye
 Stenzel - Aye

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

mBank Account

Director Knepp brought it to the attention of the board that Rita Call needs to be removed from the mBank account and Wayne Nutt needs to be added to the account.

Shumaker/Emig

Motion to remove Rita Call from the mBank account and add Wayne Nutt as a signatory to the account.

Roll call vote:

Emig – Aye
 Nutt – Aye
 Shumaker – Aye
 Stenzel - Aye

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

New Business

Election of Officers

Emig/Nutt

Motion to retain the same slate of officers (from 2018) for the next two years. This will take effect at the conclusion of today’s Annual Meeting.

- Stenzel – President
- Emig – Vice President
- Shumaker – Secretary
- King - Treasurer

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

Bank of Record

Emig/Nutt

Motion to continue using mBank (Mio branch) as the Oscoda County Library’s bank of record. Northland Area Federal Credit Union will house the deposits from the Fairview Branch.

Roll call vote:

Emig – Aye
 Nutt – Aye
 Shumaker – Aye
 Stenzel - Aye

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

Nutt/Emig

Payment of Utilities, Insurances, and BCN Bills As They Arrive

A motion to pay utilities, insurance, and BCN bills upon arrival.

Roll call vote:

Emig – Aye
Nutt – Aye
Shumaker – Aye
Stenzel - Aye

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

Bill Pay Committee (Annual Meeting – By-Laws: Article IV – Section 3)

President Stenzel appointed Treasurer King, Vice President Emig, and herself (as alternate) to the Bill Paying Committee. This committee has the authority to approve bills for payment in place of any regularly scheduled meeting.

Personnel Committee

President Stenzel reappointed Vice President Emig, Secretary Shumaker, and Director Knepp to the Personnel Committee.

Shumaker/Emig

2019 Meeting Date Schedule

Motion to accept the 2019 Meeting Date Schedule as presented. See listing at end of minutes.

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

2019 Holiday Closing Schedule

The board reviewed the holiday closing schedule for 2019. The schedule follows the court closing schedule.

Shumaker/Nutt

Motion to accept the Holiday Closing Schedule as presented.

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

Treasurer King arrived.

Snow Blower Purchase

Two bids were presented for consideration as per Director Knepp's specifications (2-stage, electric start, heated handles, 16" tires, and warranty).

- Mio Hardware – Husqvarna - \$1,199.99
- Sensenigs Repair – Jonsared - \$650.00. It was used only 2 times by previous owner. Sensenigs will honor remainder of the 2-year warranty.

Emig/Nutt

Motion to accept the bid for the Jonsared Snow Blower from Sensenigs Repair in the amount of \$650.00.

Roll call vote:

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

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

The board needs to consider patrons and staff being able to exit out the back doors by plowing a path. We cannot have a “fall” hazard.

MCLS Proposal for Strategic Planning

The board reviewed the Proposal for Services from MCLS.

Shumaker/King

Motion to contract with MCLS for full-service strategic planning not to exceed \$28,000.00 with a start date ASAP – preferably June or July 2019 (summer) as to reach summer tourist as well as snowbirds.

Roll call vote:

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

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

By-Laws

Director Knepp stated it has been 2 years since the last review of the by-laws. President Stenzel appointed Secretary Shumaker, Trustee Nutt, and Director Knepp to review the current by-laws and bring any changes to the entire board.

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 \$8,124.09.

Roll call vote:

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

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

As a note for 2018:

- Revenue - \$306,369.62
- Expenditures - \$336,535.78

Director’s Comments

None

Correspondence

None

Board Member Comments

President Stenzel welcomed Trustee Nutt to the Library Board.

Northland Board Advisory Comments

None

Commissioner Liaison Comment

None

Public Comment

Meeting adjourned at 6:03p.m.

The next regular meeting will be held Monday, February 11, 2019 at 5:00 p.m. at the Main Branch of the Oscoda County Library.

Respectfully submitted,
Deb Shumaker – Secretary

2019 Meeting Dates – All meetings are held on a Monday except for the December meeting.

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

Items for next month’s agenda:

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