

# Oscoda County Library Board

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## UNOFFICIAL MINUTES

March 11, 2019

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON  
MONDAY, MARCH 11, 2019 AT 5:00 P.M.  
AT THE MAIN BRANCH OF THE OSCODA COUNTY LIBRARY

Call to Order: 5:07 p.m. by President Stenzel.

Members Present: Stenzel, Emig, King, Nutt, and Shumaker.

Others Present: Amy Knepp

The Pledge of Allegiance was recited.

### Minutes

The minutes from the February 11, 2019 meeting stand approved as presented.

### Old Business

#### Emergency Closing/Warming Center

Director Knepp presented information she learned from our Risk Control agent with regards to opening the Library as a Warming Center. The Library has seen an uptick in patrons during the cold weather.

If the Library were to allow people to spend the night during the cold weather -

- Males & females must be separated.
- What would be used for beds?
- How would the Library's insurance cover this?

Project Connect provides a list of community resources.

What should the Library do when the governor calls a state of emergency for the state? The board will continue the discussion at future meetings.

### New Business

#### Risk Control Assessment

Director Knepp provided the letter from the Risk Assessment agent. The Library received a clean assessment.

There was a question about the snow blower being housed in the lobby. It will be moved to the shed as soon as the snow melts.

It was also recommended that ice/snow deflecting devices be installed. Director Knepp is aware of the snow problem and has already been looking into a remedy to the problem. There is grant money available to help cover the cost. Story Roofing has suggested installing a snow fence on the roof at a cost of \$7,380. The board agreed it would need to see what it would look like. Director Knepp

suggested we have a contractor come in and make a recommendation. The area at the back of the building as well as the air conditioning units must be protected.

**Internet Acceptable Use Policy**

The current Internet Acceptable Use Policy is out of date. Staff members are not following it and they are not checking out computers as per the current procedure. There are issues with accessing Facebook including the downloading for malware and viruses. Can it be blocked? Director Knepp will explore blocking it through the router. This policy will be brought back to the April 2019 meeting.

Director Knepp showed a flow chart with the chain of command so that staff understands.

**Patron Library Cards (Policy)**

Director Knepp presented a policy regarding library cards. The board had several questions. This policy will be brought back to the April 2019 meeting.

**Snow Removal Policy**

The board reviewed the Snow Removal Policy.

Emig/King

Motion to accept the Snow Removal Policy as presented.

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

**Budget Report**

**Review of Budget**

The budget was reviewed. Director Knepp reported QuickBooks imported last year's amounts. She will contact them to make the necessary revisions for the 2019 budget.

**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 \$10,583.68.

Roll call vote:

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

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

**Director's Comments**

None

**Correspondence**

None

**Board Member Comments**

Treasurer King reported that Prime Time is going very well. There are new as well as returning families. All are benefitting from the program.

**Northland Board Advisory Comments**

None

**Commissioner Liaison Comment**

None

**Public Comment**

None

Meeting adjourned at 7:06 p.m.

The next regular meeting will be held Monday, April 8, 2019 at 5:00 p.m. at the **Fairview** 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.**

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

**Items for next month’s agenda:**

- Policies – Internet & Library Cards
- State of Emergency declared by Governor
- By-Laws
- Meeting Room Policy & Application
- Investments
- Cleaning
- Book Return - Fairview
- Parking Lot – Mio
- Handyman Services
- Municipal & Real Estate Attorneys