

Oscoda County Library Board

430 W. Eighth Street
Mio, Michigan 48647
Phone: 989-826-3613
Fax: 989-826-5461

UNOFFICIAL MINUTES

May 13, 2019

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, MAY 13, 2019 AT 5:00 P.M.
AT THE MAIN BRANCH OF THE OSCODA COUNTY LIBRARY

Call to Order: 5:00 p.m. by President Stenzel.

Members Present: Stenzel, King, and Shumaker

Members Absent: Emig and Nutt

Others Present: Amy Knepp

The Pledge of Allegiance was recited.

Minutes

The minutes from the April 8, 2019 meeting stand approved as presented.

Old Business

2018 Director's Annual Review

Secretary Shumaker presented the 2018 annual review. Director Knepp received an overall score of 6.9 out of 7.

Strategic Plan

Director Knepp presented the general timeline from MCLS for the Strategic Plan. MCLS is already gathering data. A conference call between Director Knepp & MCLS next Monday will firm up other information.

The board needs to think about:

- trustees & staff to serve on the Planning Committee
- 1-2 other stakeholders to serve on the Planning Committee
- date for July Kick-Off Meeting
- date for Sept. Retreat

Policy 3.000 – Oscoda County Library Card Policy (2nd read – Motion to accept)

Policy 3.005 – Internet Acceptable Use Policy (2nd read – Motion to accept)

Policy 4.040 – Oscoda County Library Employee Internet Acceptable Use Policy (2nd read – Motion to accept)

Policy 4.050 – Oscoda County Library Employee Email Policy (2nd read – Motion to accept)

Policy 4.055 – Oscoda County Library Computer and Software Policy (2nd read – Motion to accept)

Policy 4.060 – Oscoda County Library Social Media Policy (2nd read – Motion to accept)

Seeing no further changes to the first read of the above listed policies, the board decided to combine the six policies into a single motion.

King/Shumaker Motion to accept Policies 3.000, 3.005, 4.040, 4.050, 4.055, and 4.060 as presented.

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

New Business

2018 Audit

The auditor will be here Friday, May 17.

List of Items Requested from Kirtland Community College Library

The board reviewed items she has requested from the Kirtland Community College Library. They have furniture they will not be taking to their new facility in Grayling. Libraries & schools in the area will have the opportunity to purchase these items.

Time Clock Versus Time Sheet for Payroll

The board discussed repeated errors and incomplete time sheets by employees. The board stated that employees should be able to complete this task correctly during every pay period and that discrepancies should not be occurring. Errors and incomplete time sheets will result termination.

Shumaker/King Motion that the paper time sheet/card is the official document for payroll. Whenever possible, payroll will be processed by 5 p.m. on the Monday of payday week. The director will set the time when all time sheets/cards are to be turned in and will conduct random checks to insure they are filled out correctly.

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

Fiber and M-33 Access

Director Knepp provided a quote from M-33 Access for fiber to both Mio and Fairview branches.

- Mio - \$10,750.00
- Fairview - \$6,500.00

There is a need for fiber as the Library is at its maximum amount of WiFi. The more computers using the Internet, the slower the service as there is not enough bandwidth. Going to fiber will save the Library money on its monthly bill. Director Knepp would like to secure a 2-year contract at both locations. We should negotiate with Mr. Handrich to assure that the Library has a guaranteed 2-year lease at the Fairview branch.

Shumaker/Stenzel Motion to move forward with fiber installation at the Mio branch.

Roll call vote:

King – Aye

Shumaker – Aye

Stenzel - Aye

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

Library of Michigan Improving Access to Information - Digital Literacy

The board reviewed the guidelines for the grant through the Library of Michigan. The funds would be used to purchase technology and provide training in the use of it. As stated in the grant, the board must pass a Resolution Statement of Assurances to accompany the grant submission (see attached). This grant is a reimbursable grant meaning the board will spend the money upfront and be reimbursed during or after grant completion.

Shumaker/King Motion to apply for the Library of Michigan Improving Access to Information and to comply with the Resolution Statement of Assurances.

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

Transmittals will be reviewed at the June meeting.

Approval of Bills

Shumaker/King Motion to approve transmittals and the payment of bills in the amount of \$9,250.38.

Roll call vote:

King – Aye

Shumaker – Aye

Stenzel - Aye

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

Director Knepp noted that she will be following up with the county treasurer as she has received only one payment thus far this year.

Director's Comments

None

Correspondence

The Library received a congratulatory letter from Rep. Tristan Cole as a recipient of a 2019 Braille Enhanced Story Walk grant. Visually impaired children can enjoy the Story Walk while enjoying the outdoors.

Board Member Comments

Secretary Shumaker remarked she heard about the Braille Enhanced Story Walk on an Alpena radio station that morning. And, that the Library was only one of 35 recipients in the entire state.

President Stenzel let board members know she will be gone July 7-18.

Northland Board Advisory Comments

None

Commissioner Liaison Comment

None

Public Comment

None

Meeting adjourned.

The next regular meeting will be held Monday, June 10, 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:

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