

Oscoda County Library Board

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

UNOFFICIAL MINUTES

September 9, 2019

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, SEPTEMBER 9, 2019 AT 5:00 P.M.
AT THE MAIN BRANCH OF THE OSCODA COUNTY LIBRARY

Call to Order: 5:04 p.m. by President Stenzel.

Members Present: Stenzel, Emig, King, and Shumaker

Members Absent: Nutt

Others Present: Amy Knepp and Tony (MERS)

The Pledge of Allegiance was recited.

Minutes

The minutes from the August 12, 2019 meetings stand approved as presented.

Old Business

MERS Appointment

Tony from MERS reviewed the board's contributions to the retirement fund. Over the course of the last two years, the Library's fund has dropped from 140% funded (2017) to 132% (2018). It is considered highly funded and the board is not contributing at this time. In 2019, the fund must be at 120% or more in order not to have to pay in.

The board should think about contributing, even a small amount, to maintain 120%. If the account falls below 120%, a minimum contribution could be \$269.00/month or more. The board will need to make a decision on the amount of its contribution. Director Knepp pays 1.5% into the fund.

The board has asked for additional data and Director Knepp will review the original application for eligibility.

Strategic Plan

Director Knepp received five documents including the community conversations from MCLS. She has asked that several notes be inserted into the documents to clarify various points such as fiscal years. The documents will be sent to the printer Wednesday. The next meeting will be September 25, 2019. Those not able to attend will have homework.

Commercial Building Listed with State Wide

All board members agreed on a building inspection. Director Knepp will communicate with Tom with regards to the inspection.

Emig/King

Motion not to exceed spending \$1,500.00 for the building inspection.

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

Stenzel – Aye

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

Staffing

Director Knepp will be placing an ad in the Oscoda County Herald, on the Library's webpage, and on Facebook to replace Janae's position. The minimum wage is currently \$9.45 but will increase to \$9.65 in 2020.

The Personnel Committee (Emig, Shumaker, Knepp) need to meet to discuss a salary cap for the future as well as full- and part-time staff so that the board can project salary costs for the next five years for budgeting purposes.

2020 Budget

Director Knepp presented a preliminary budget for 2020. The board will also use information from the Strategic Plan to craft the 2020 budget. The millage renewal request needs to be submitted to the commissioners in early 2020. The board may also wish to explore becoming a district library in the near future.

Trustee

Trustee Nutt will be absent from board meetings now through the end of October. The board would like to have all members present as it moves through the Strategic Plan process and makes decisions for the future. There are concerns if there is a tie votes without five members present. Should the board change the day of the week it meets?

The board should review the by-laws and make a decision as to whether or not it will amend the by-laws to allow phone-in or virtual attendance to board meetings.

New Business

None

Budget Report

Review of Budget

The budget was reviewed.

Review of Transmittals

Transmittals were reviewed and are up-to-date.

Approval of Bills

Emig/King

Motion to approve transmittals and the payment of bills in the amount of \$19,350.48.

Roll call vote:

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

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

Director’s Comments

None

Correspondence

None

Board Member Comments

Vice President Emig stated there is now an American flag at the Fairview Branch.

Treasurer King asked if a retreat date has been set.

Northland Board Advisory Comments

None

Commissioner Liaison Comment

None

Public Comment

None

Meeting adjourned at 6:26 p.m.

The next regular meeting will be held Monday, October 14, 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.

| | |
|---------------------------------------|---|
| • 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 – phone/virtual attendance
- Meeting Room Policy & Application
- Investments
- Book Return - Fairview
- Parking Lot – Mio
- Handyman Services
- Municipal & Real Estate Attorneys