

Oscoda County Library Board

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UNOFFICIAL MINUTES

October 14, 2019

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, OCTOBER 14, 2019 AT 5:00 P.M.
AT THE FAIRVIEW BRANCH OF THE OSCODA COUNTY LIBRARY

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

Members Present: Stenzel, Emig, King, and Shumaker

Members Absent: Nutt

Others Present: Amy Knepp

The Pledge of Allegiance was recited.

Minutes

The minutes from the September 9, 2019 meeting stand approved as presented.

Old Business

Strategic Plan

Director Knepp reported the staff portion of the Strategic Plan was completed last Thursday. Two themes emerged from the staff:

- a Library of “things” to lend such as a sewing machine. This would mean more storage space for these items. Lending “things” might also lead to new programming - offering classes on how to use them.
- the need for a permanent space in Fairview. Also suggested was a “bookmobile” which could be some type of cargo truck. Again, storage space would be needed.

Director Knepp and David (MCLS) will meet several more times. He will provide a summary of all the data collected and meetings held. He is looking to finalize and complete in December.

Additional programming including painting and an author visit to Fairview Schools by Jonathan Rand is in the works as increased programming is being reviewed.

Discussion was held as to the number of years for the Strategic Plan which could be 3-5 years. Director Knepp would like to see a 5-year plan which will help in the budget planning process.

Staffing

Director Knepp stated that Janae’s position has not been posted yet. The Personnel Committee (Emig, Shumaker, Knepp) needs to discuss a salary cap and staffing for the future so that the board can project salary costs for the next five years for budgeting purposes.

2020 Budget

The board reviewed an updated preliminary budget for 2020. Salary is a big concern. Staffing, as it exists today, will put the budget in the red. The Personnel Committee will meet, as stated above, to discuss future staffing needs and salary.

New Business

Change Date of November 11, 2019 Meeting

November 11, 2019 is Veteran's Day. The Library as well as county offices are closed.

The board agreed to change the November meeting date from November 11th to November 4th at 5 p.m.

Temporary Closing of the Fairview Branch for Reorganization

Director Knepp outlined her plan for moving and reorganizing furniture at the Fairview Branch. She plans to close the branch from November 17th through November 30th. The branch will reopen on Monday, December 2nd with a VIP event on December 6th. Reorganization includes moving the new circulation desk received from the Kirtland Community College Library in front of the small rooms and placing the book return out front.

During the closure, she will provide her Nissan van to be located at the front doors so that patrons can pick-up MeL books. A staff member will be there to assist patrons. Patrons will not be allowed inside the building during the reorganization.

The closure will be posted at the branch as well as on Facebook and in the newspaper.

Millage

Director Knepp spoke with county treasurer Bill Kendall about options for the upcoming millage which include 2-10 year millages. He also spoke about not levying the entire millage amount in the early years but levying the full amount in the later years. Director Knepp will invite Mr. Kendall to address the board about these options.

Budget Report

Review of Budget

The budget was reviewed.

Review of Transmittals

Transmittals will be available at the November meeting.

Approval of Bills

Emig/King

Motion to approve the payment of bills in the amount of \$6,449.77.

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

Stenzel – Aye

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

Director’s Comments

None

Correspondence

Received information from Blue Care Network with a rebate check comparable to the one the board received last year.

Emig/King

Motion to put the \$55.68 rebate check towards upcoming premiums.

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

Stenzel – Aye

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

Board Member Comments

President Stenzel was approached by a patron with the concern that there were not a lot of new books visible on the shelves. Director Knepp stated that new books have been purchased and, after a review of the current line item in the budget for books, the amount allocated for book purchases has been nearly expended for this fiscal year. She also addressed reasons why it may seem like there are not many new books.

Northland Board Advisory Comments

None

Commissioner Liaison Comment

None

Public Comment

None

Meeting adjourned at 6:01 p.m.

The next regular meeting will be held Monday, **November 4, 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 4, 2019 – Mio (date change)
• June 10, 2019 – Mio	• December 13, 2019 (Friday) - Mio

Items for next month's agenda:

- 2020 Budget
- Policies
- By-Laws – phone/virtual attendance
- Meeting Room Policy & Application
- Investments
- Parking Lot – Mio
- Handyman Services
- Municipal & Real Estate Attorneys