

# Oscoda County Library Board

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

## UNOFFICIAL MINUTES

December 30, 2019

A SPECIAL MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON  
MONDAY, DECEMBER 30, 2019 AT 3:00 P.M.  
AT THE MAIN BRANCH OF THE OSCODA COUNTY LIBRARY

Call to Order: 3:06 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.

### Special Meeting Business

#### Staffing

Director Knepp will be posting for the two open aide positions (Jenae's and Lewis's) – 20 hours/week at minimum wage. These positions have already been calculated in the 2020 budget. The positions will be posted in the usual places.

To honor Lewis and his service to the Library, several ideas were suggested including a summer celebration, a BBQ and invite the public, planting of a memorial tree, or something to do with the garden.

Director Knepp would like to bring a grief counselor in to talk about coping with death for the staff. It was also suggested to bring someone in to do a presentation on death. She has several contacts she will follow up with.

#### Personnel Policy

Director Knepp contacted LARA (Michigan's Labor Board) and Kristi McGregor, one of the Board's attorney's, for clarification on payment of PTO time in the event of the death of an employee. The personnel policy currently has no language with regards to this.

The Board discussed how it should handle payment of PTO time in the following scenarios for part-time employees: employee's death, employee quits, employee retires, or employee is fired.

Emig/King

Motion that, in the event of death of a part-time employee, the Board will pay out remaining unused PTO hours in full.

Roll call vote:

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

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

The Board will amend policies for each of these areas with regards to part-time employees: employee quits, employee retires, or employee is fired.

The Board will also do further investigation and amend policies for full-time salaried and hourly employees for all of the above as well as payout for unused vacation time when applicable.

**Director’s Comments**

Game Day was held last Saturday with 24 people attending.

**Public Comment**

None

Meeting adjourned at 4:18 p.m.

The next regular meeting will be held Monday, January 13, 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.**

• <del>January 14, 2019 – Mio</del>	• July 8, 2019 – <b>Fairview</b>
• <del>February 11, 2019 – Mio</del>	• <del>August 12, 2019 – Mio</del>
• <del>March 11, 2019 – Mio</del>	• <del>September 9, 2019 – Mio</del>
• <del>April 8, 2019 – Fairview</del>	• October 14, 2019 – <b>Fairview</b>
• <del>May 13, 2019 – Mio</del>	• November 4, 2019 – Mio <b>(date change)</b>
• <del>June 10, 2019 – Mio</del>	• <del>December 9, 2019 <b>(Monday)</b> – Mio</del> <b>(date change)</b>

**Items for next month’s agenda:**

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