

Oscoda County Library Board

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UNOFFICIAL MINUTES

July 20, 2020

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
THURSDAY, JULY 20, 2020 AT 5:00 P.M.
VIRTUALLY VIA WEBEX.

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

Members Present by Telephone: Emig and Shumaker

Members Present Virtually: Stenzel and King

Members Absent: Nutt

Others Present Virtually: Amy Knepp and Tom McCauley

Minutes

The minutes from the June 8, 2020 meeting stand approved as presented.

Old Business

COVID-19 Update (EOs, Opening by Appointment Only, etc.)

Director Knepp presented the following information:

- MeL will go live on Monday, August 10, 2020.
- The need to know occupancy for the Mio location – 45 was the original number but a current number is needed. According to the governor's executive order (EO), capacity is 25% of that number including staff.
- Fairview has less footage than Mio, meaning fewer people in by appointment at one time.
- Tuesday, Wednesday, & Thursday are days to be open in Fairview.
- Give cart to patrons who want to browse and have them put touched items on it so they can be sanitized.
- 30 minutes would be the scheduled appointment time.
- When scheduling appointments, patrons would be informed of the expectation of wearing a mask upon entering either building.
- COVID-19 is now considered a communicable disease.
- Director Knepp is not receiving any calls back from the Health Department. There is no continuity between departments – health or doctors.
- A negative test does not necessarily mean you **do not** have COVID-19.
- The CARES Act says you have to pay an employee if they have COVID-19.
- What about self-quarantine? Do we have to pay wages or not? How does the board address this in the future? If employees are off for self-quarantine, will there be enough employees to run the libraries? Staff could use PTO time for self-quarantine.
- Regions 6&8 opened earlier than local region.

- How often is Shine (cleaning company) do a deep cleaning?
- Plan for Opening on July 27, 2020:
 - Curbside only on Mondays & Fridays @ Mio – 2 staff members on duty. Fairview will not be open on Mondays.
 - No curbside in Fairview on Fridays as only one supervisor will be available (as per Preparedness & Response Plan) and will be at Mio on Fridays.
 - Appointments scheduled for Tuesdays, Wednesdays, & Thursdays at both Mio & Fairview – same hours at both. Workplace supervisors (Amy and Beth) will be at each location.
 - Can the Fairview RIDES schedule be modified? Director Knepp will check on this.
 - As per the Preparedness & Response Plan, PR materials will have to be prepared to explain services, times, etc.
 - Working to get staff back into a routine.
 - Director Knepp will call the Herald tomorrow to see if a reporter will do a story on the reopening.
- Vice President Emig would like to place an ad in the Herald for the millage renewal which she will pay for.

Time Off for Staff and Director

Director Knepp continues to accumulate vacation time and has not taken off time since the pandemic started. She is considered a workplace supervisor according to the Preparedness & Response Plan. If she gets sick, who will be the workplace supervisor especially when both Mio and Fairview are open? The board discussed how Director Knepp might take some vacation time.

At this time, staff cannot take time off unless it is a medical issue due to being short-staffed.

Emig/King

Motion for Director Knepp to take time off to keep her in compliance with the director’s vacation policy.

Roll call vote:

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

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

Oscoda County Library COVID-19 Preparedness & Response Plan

Secretary Shumaker briefed the board on a COVID-19 Preparedness & Response Plan from the Michigan Department of Labor and Economic Opportunity Michigan Occupational Safety and Health Administration. It is a good plan, providing specific details and clear wording. She would like to see this take the place of the previous plan adopted by the Board.

Emig/King

Motion to accept the new COVID-19 Preparedness & Response Plan.

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

Stenzel – Aye

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

New Business

Memorial for Sally Galbraith

Sally Galbraith spent 25+ years on the Library Board before her death this month. The Board would like to honor Sally by planting a tree and placing a plaque in her memory on Library property.

Director Knepp will attend her funeral.

Treasurer King suggested a procedure be adopted for the memorial/children's garden.

Budget Report

Review of Budget

The budget was reviewed.

Review of Transmittals

Transmittals will be reviewed at a later date due to the virtual meeting.

Approval of Bills

Bills were reviewed via Google Docs.

Emig/King

Motion to approve the payment of bills in the amount of \$10,583.68.

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

Stenzel – Aye

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

Director's Comments

None

Correspondence

The Library of Michigan was awarded \$750,000.00 through the CARES Act. The Library was one of 294 libraries out of 300+ in the state who applied for funds. Our application requested funding for personal protection equipment and digital inclusion. Award letters will be sent around August 1, 2020.

Board Member Comments

None

Northland Board Advisory Comments

None

Commissioner Liaison Comment

Commissioner McCauley responded that he likes our preparedness plan.

Public Comment

None

Meeting adjourned at 5:59 p.m.

The next regular meeting will be held Monday, August 10, 2020 at 5:00 p.m. at the Main Branch.
Meeting location is subject to change based on the governor’s executive order.

Respectfully submitted,
Deb Shumaker – Secretary

2020 Meeting Dates – All meetings are held on a Monday except for the December meeting.

• January 13, 2020 – Mio	• June 8, 2020 – Mio & WebEx
• February 10, 2020 – Mio	• July 20, 2020 – WebEx
• February 16, 2020 – Fairview (Special Meeting)	• August 10, 2020 - Mio
• March 9, 2020 – Mio	• September 14, 2020 - Mio
• March 16, 2020 – Mio (Special Meeting)	• October 12, 2020 - Fairview
• March 26, 2020 – WebEx (Special Meeting)	• November 9, 2020 – Mio
• May 21, 2020 – WebEx	• December 11, 2020 (Friday) – Mio

Items for next month’s agenda:

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