

## Oscoda County Library Board

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

## UNOFFICIAL MINUTES

October 12, 2020

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON  
MONDAY, OCTOBER 12, 2020 AT 5:00 P.M.  
AT THE FAIRVIEW BRANCH OF THE OSCODA COUNTY LIBRARY

Call to Order: 5:17 p.m. by President Stenzel.

Members Present: Stenzel, Emig, King, and Shumaker

Others Present: Amy Knepp

Board members toured the Love, Inc. portion of Bo-Ton Plaza (section next to the Library) prior to the start of the meeting.

### Minutes

The minutes from the September 14, 2020 meeting stand approved as presented.

### Old Business

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

Director Knepp presented the following information:

- Virtual meetings – legislation presented recently at the state level will cover meetings held virtually since the start of the pandemic. Motions presented and passed during this time will be considered valid.
- Spaces, such as in libraries, can have up to a 50% occupancy. This includes staff.
- In Fairview, no further need for appointments on Tuesdays, Wednesdays, and Thursdays. Staff will monitor to see that capacity is not exceeded.
- In Mio, only Mondays and Fridays will still require an appointment. The rest of the week, no appointment will be necessary.
- No programming yet – possibly in January 2021.
- Valerie is back from maternity leave and is willing to take on role of COVID supervisor, when needed.
- Will start looking at time-off for part-time staff on a case-by-case basis. Director Knepp asked how the Board would like to compensate unused time-off by the end of the year.
- Two employees are taking on extra projects.

#### **Board Member Vacancy**

The Board will have a work session on Monday, October 26, 2020 at the Fairview Branch to interview two candidates for the vacant trustee position.

#### **2021 Budget**

The good news is that State Aid is increasing. Even so, Director Knepp stated it will be hard to project the budget for next year.

### **Lease for Fairview**

- A letter, to be attached to the lease, is needed due to cutting a hole in the wall for a dropbox at the Fairview Branch.
- Ted would like a 3-year lease with step increases: \$600-year 1; \$625-year 2; \$650-year 3.
- The Love, Inc. size is 1,200 square feet. If the Board would consider leasing it along with the existing portion of Bo-Ton Plaza, Ted would update the lease.

Emig/King

Motion to accept the Fairview Branch lease.

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

Stenzel – Aye

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

### **District Library**

Several library directors (including Director Knepp) met with Library of Michigan (LofM) personnel. Claire (LofM) recommended that libraries should use Anne Seurnyck (Foster Swift – attorneys) as their attorney as she is the expert in district libraries. Director Knepp will check to see if Ms. Seurnyck is available.

School districts alone can be used to establish the district library but a small section of Oscoda county is not located in either school district. So, it was recommended to include the county.

Board members to a District Library Board can be either appointed or elected.

There will need to be an agreement on the ownership of the library.

### **New Business**

#### **Director's Evaluation**

Director Knepp emailed a copy of the evaluation to each board member. Return the evaluation to Secretary Shumaker so she can compile for the November 2020 meeting.

### **Budget Report**

#### **Review of Budget**

Director Knepp reported that the less of the fund balance will have to be used this year to balance the budget. \$20,915.00 has been received in penal fines.

#### **Review of Transmittals**

Transmittals were reviewed.

#### **Approval of Bills**

Bills were reviewed.

King/Emig

Motion to approve the payment of bills in the amount of \$4,897.34

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

Stenzel – Aye

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

**Director’s Comments**

None

**Correspondence**

The Board received a thank you note from the Sandusky Community Schools for the book drop.

Director Knepp received information from Dave Zeller (insurance agent). There are several questions that Dave needs to answer/clarify.

**Board Member Comments**

President Stenzel asked if there is something the Board can do for Director Knepp for all the extra work she has done during the COVID pandemic. The Board will have to check with the attorney and auditor before making any decision. Also, is there something we can do for the other employees?

**Northland Board Advisory Comments**

None

**Commissioner Liaison Comment**

None

**Public Comment**

None

Meeting adjourned at 6:45 p.m.

A work session will be held to interview candidates for the vacant board member position on Monday, October 26, 2020 at 5 p.m. at the Fairview Branch.

The next regular meeting will be held Monday, November 9, 2020 at 5:00 p.m. at the Mio 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.**

<ul style="list-style-type: none"> <li>• <del>January 13, 2020 – Mio</del></li> </ul>	<ul style="list-style-type: none"> <li>• <del>June 8, 2020 – Mio &amp; WebEx</del></li> </ul>
<ul style="list-style-type: none"> <li>• <del>February 10, 2020 – Mio</del></li> </ul>	<ul style="list-style-type: none"> <li>• <del>July 20, 2020 – WebEx</del></li> </ul>
<ul style="list-style-type: none"> <li>• <del>February 16, 2020 – Fairview (Special Meeting)</del></li> </ul>	<ul style="list-style-type: none"> <li>• <del>August 10, 2020 – WebEx</del></li> </ul>
<ul style="list-style-type: none"> <li>• <del>March 9, 2020 – Mio</del></li> </ul>	<ul style="list-style-type: none"> <li>• <del>September 14, 2020 – WebEx</del></li> </ul>
<ul style="list-style-type: none"> <li>• <del>March 16, 2020 – Mio (Special Meeting)</del></li> </ul>	<ul style="list-style-type: none"> <li>• October 12, 2020 - <b>Fairview</b></li> </ul>
<ul style="list-style-type: none"> <li>• <del>March 26, 2020 – WebEx (Special Meeting)</del></li> </ul>	<ul style="list-style-type: none"> <li>• October 26, 2020 – Fairview (Work Session)</li> </ul>
<ul style="list-style-type: none"> <li>• <del>May 21, 2020 – WebEx</del></li> </ul>	<ul style="list-style-type: none"> <li>• November 9, 2020 – Mio</li> </ul>
	<ul style="list-style-type: none"> <li>• December 11, 2020 (<b>Friday</b>) – Mio</li> </ul>

**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