

Oscoda County Library Board

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

UNOFFICIAL MINUTES

November 9, 2020

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, NOVEMBER 9, 2020 AT 5:00 P.M.
AT THE MAIN BRANCH OF THE OSCODA COUNTY LIBRARY AND VIRTUALLY

Call to Order: 5:11 p.m. by President Stenzel.

Members Present: Emig, King, and Shumaker

Member Present Virtually: Stenzel

Others Present: Amy Knepp

Minutes

The minutes from the October 26, 2020 meeting as well as the notes from the October 26, 2020 meeting stand approved as presented.

Old Business

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

Director Knepp presented the following information:

- Cases are on the increase.
- MDHHS is issuing new orders/restrictions.
- OSHA/MDHHS now is requiring a “work at home” policy from businesses.
- Director Knepp will continue business the way it has been. She will reevaluate and make necessary changes based on updated policies/orders.
- There may be a shut-down in the future if the situation continues to worsen.

Board Member Vacancy

The Board discussed the two candidates.

King/Shumaker

Motion to appoint Michael Benefiel to the vacant trustee position. He would finish out the 2020 term ending December 31, 2020 (vacated by Wayne Nutt) and would be reappointed for a 5-year term beginning January 1, 2021.

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

Stenzel – Aye

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

Director Knepp will provide this information to the Board of Commissioners.

2021 Budget

Director Knepp emailed the proposed 2021 budget prior to today's meeting. There is uncertainty if the minimum wage will be going up next year as suggested by the government. Director Knepp recommends that the Board approve the budget and then make changes/updates in the new budget year since the budget is very similar to the current year. The Board decided to review the budget line-by-line in January.

The Board discussed wages for 2021. Treasurer King asked if there is grant money available for front line workers and would we qualify? Director Knepp will check.

Emig/King

Motion to approve the 2021 budget as presented.

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

Stenzel – Aye

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

Emig/King

Motion to approve wages as presented for employees for 2021:

- Amy – salary of \$45,021.00
- Beth – salary of \$30,893.41
- Valerie - \$10.10/hour (29 hours/week)
- Cindy - \$9.87/hour (20 hours/week)
- Wendy - \$9.87/hour (20 hours/week)
- Sue - \$9.97/hour (20 hours/week)
- Wyatt - \$9.87/hour (20 hours/week)

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

Stenzel – Aye

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

Director's Evaluation

Secretary Shumaker reviewed the completed Director's Evaluation for 2020. Director Knepp received an overall score of 6.98 out of 7. Board members agreed she has done an outstanding job leading the Library through the COVID-19 pandemic.

Shumaker/Emig

Motion to accept the 2020 Director's Evaluation as presented.

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

Stenzel – Aye

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

New Business

Work from Home Policy Discussion

Director Knepp asked the Board what they felt should be included in the newly required Work from Home Policy as mandated by OSHA and DHHS. There are no samples to work from, thus far. Board members suggested the following for inclusion in the policy:

- Equipment – who provides
- How hours will be tracked
- Need for reliable Internet
- Insurance liability
- HIPPA security
- Cybersecurity
- COVID-19 supervisors
- There should be a director's section of the policy as his/her duties will be different than regular employees.

MERS

Director Knepp presented an Agreement Addendum to the existing MERS Benefit Plan. It requires an authorized signature. Director Knepp believes it should be one of the Board members.

Emig/King

Motion that the president, Dawn Stenzel, be designated as the authorized signer for MERS.

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

Stenzel – Aye

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

Vice President Emig will call Laura at MERS to let her know President Stenzel will be the authorized signer.

Budget Report

Review of Budget

The budget was reviewed.

Review of Transmittals

Transmittals will be reviewed at the December 2020 meeting.

Approval of Bills

Bills were reviewed.

King/Emig Motion to approve the payment of bills in the amount of \$3,820.16.

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

Stenzel – Aye

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

Director's Comments

Director Knepp brought up the annual employee/board holiday potluck to be held December 11, 2020. Due to COVID-19, it was decided to cancel the potluck. The Board requested that Director Knepp get the employee recognition gifts that are usually handed out at the holiday potluck.

Since the potluck is cancelled, the Board discussed moving the December 2020 meeting back to its normal Monday meeting day of Monday, December 14, 2020.

Emig/King Motion to move the scheduled Friday, December 11, 2020 meeting to Monday, December 14, 2020 at its usual meeting time of 5 p.m.

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

Stenzel – Aye

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

Correspondence

None

Board Member Comments

None

Northland Board Advisory Comments

None

Commissioner Liaison Comment

None

Public Comment

None

Meeting adjourned at 6:10 p.m.

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

• 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 – WebEx
• March 9, 2020 – Mio	• September 14, 2020 – WebEx
• March 16, 2020 – Mio (Special Meeting)	• October 12, 2020 – Fairview
• March 26, 2020 – WebEx (Special Meeting)	• October 26, 2020 – Fairview (Work Session)
• May 21, 2020 – WebEx	• November 9, 2020 – Mio
	• December 14, 2020 – 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