

Oscoda County Library Board

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UNOFFICIAL MINUTES

March 8, 2021

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, MARCH 8, 2021 AT 5:00 P.M.
AT THE MAIN BRANCH OF THE OSCODA COUNTY LIBRARY

Call to Order: 5:05 p.m. by President Stenzel.

Members Present: Stenzel, Emig, Benefiel, and Shumaker. King arrived at 5:10 p.m.

Member Absent: None

Others Present: Amy Knepp

The Pledge of Allegiance was recited.

Minutes

The minutes from the February 8, 2021 meeting stand approved as presented.

Old Business

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

- According to revised state guidelines, occupancy for libraries has increased to 50%. Masks continue to be required along with social distancing.
- Director Knepp would like to keep ½ hour appointments through the end of the month.
- Continue with virtual programming. There are concerns about face-to-face programming. Director Knepp recommends no in-house programming until at least the end of May.
- Director Knepp would like to use the Northland Enhancement Grant money to purchase an FM transmitter to broadcast programs, like storytime, in the parking lot.
- A Google doc has been created to list Make & Take ideas.
- If the Storywalk is held, then plexiglass will be needed.
- The Library has applied for an mBank grant. Notification is expected by March 19, 2021. This would be a pilot in the Mio Kindergarten class where several stories will be read (e.g. *Batman*, *Click Clack Moo*, etc.) and painting will take place. As the final class project, students will write their own story and create their own painting. Finally, an Art Show will be held. Staff is thinking outside the box for programming.
- The Families First Coronavirus Response Act (FFCRA) has been extended through March 31, 2021. If an employee contracts COVID, do we continue to pay wages?

Hiring of New Employees

Martha McMahon and Matthew Belanger have been hired to fill the vacant Library Aide positions.

Emig/Benefiel

Motion to hire Martha McMahon and Matthew Belanger with a starting salary at the current minimum wage.

Roll call vote:

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

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

New Business

M-33 Access Quote for Security Cameras

The Board reviewed quotes for both Mio and Fairview. The new system ties into the existing system. Director Knepp would like a camera outside the meeting room and another behind the building in Mio. Both systems would record in Mio and Director Knepp would be able to access at home. The quotes include installation.

Emig/King

Motion to accept the M-33 Access quotes (Mio - \$4,016.36 and Fairview - \$1,169.71) for purchase and installation of security systems at Mio and Fairview.

Roll call vote:

Benefiel - Abstain
Emig – Aye
King – Aye
Shumaker – Aye
Stenzel – Aye

4 Ayes : 0 Nays : 1 Abstention. **Motion carried.**

Director Knepp let the Board know of a change in the Privacy Act. Footage can now be turned over to the Sheriff's Department without a court order. Director Knepp can give security system remote access to the Sheriff in cases such as an active shooter.

3.020 Opioid Antagonist Administration Policy and Procedures

The Board reviewed the policy and procedures as a first read as presented by Director Knepp. The Library received two Narcan kits (one for each branch) free of charge. There is no cost to the Library for replacement/refill, if used. Director Knepp will decide on the location of each.

The Board should be prepared to take action on this policy next month.

Review of Policy 1.000 Oscoda County Library Board of Trustees By-Laws

The Board reviewed Article IV (Meetings) – Section 6. Director Knepp provided the following updated wording for the section:

“Pursuant to the Open Meeting Act (section 15.263a), one or more Trustees may participate in any annual, regular, or special meeting of the Library Board by means of electronic communications. Such participation shall constitute presence in person at such meeting”.

Emig/Benefiel Motion to accept new language for Article IV (Meetings) – Section 6.

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

Review and Discussion of Policy 2.000 Purchasing Policy

The Board discussed the current policy approved in 2001 and agreed that some of the wording is outdated. Director Knepp with check with the auditor to ensure that updated wording does not violate any accounting practices. This policy should reflect best practices for purchasing.

Budget Report

Review of Budget

This information will be uploaded with the bills.

Review of Transmittals

No transmittals are available at this time.

Approval of Bills

Bills will be reviewed online and approved on the Google form.

Due to COVID-19 regulations, the Board has been reviewing and approving monthly bills digitally on Google Drive. Director Knepp would like to continue with this process even after COVID-19 meeting restrictions are lifted.

Benefiel/King Motion to continue reviewing and approving bills digitally (Google Drive).

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

Director Knepp with check with the auditor for approval.

Director’s Comments

None

Correspondence

None

Board Member Comments

Board members are encouraged to set up their new Library Gmail accounts.

Northland Board Advisory Comments

None

Commissioner Liaison Comment

None

Public Comment

None

Meeting adjourned at 6:45p.m.

The next regular meeting will be held April 12, 2021 at 5:00 p.m. at the **Fairview Branch**.

Respectfully submitted,
Deb Shumaker – Secretary

2021 Meeting Dates – All meetings are held on a Monday.

• January 13, 2020 – WebEx	• August 9, 2020 - Mio
• February 8, 2020 – WebEx	• September 13, 2020 - Mio
• March 8, 2020 – Mio	• October 11, 2020 - Fairview
• April 12, 2020 - Fairview	• November 8, 2020 – Mio
• May 10, 2020 - Mio	• December 10, 2020 (Friday) – Mio – Annual Potluck with Staff
• June 14, 2020 - Mio	• December 13, 2021 - Mio
• July 12, 2020 - Fairview	

Items for next month’s agenda:

- Fire Safety
- Policies
- Meeting Room Policy & Application
- Investments
- Parking Lot – Mio
- Handyman Services
- Municipal & Real Estate Attorneys