

# Oscoda County Library Board

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## UNOFFICIAL MINUTES

August 9, 2021

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON  
MONDAY, AUGUST 9, 2021 AT 5:00 P.M.  
AT THE FAIRVIEW BRANCH OF THE OSCODA COUNTY LIBRARY

Call to Order: 5:02 p.m. by Vice President Emig.

Members Present: Emig, King, and Shumaker

Member Absent: Stenzel and Benefiel

Others Present: Amy Knepp and Tom McCauley

The Pledge of Allegiance was recited.

### Minutes

The minutes from the June 14, 2021 meeting stand approved as presented.

### Old Business

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

- Director Knepp spoke with the Health Department about the Delta variant.
- All staff are masking.
- Staff continue cleaning procedures of high contact areas and bathrooms.
- Staff will continue to complete daily health screening on the MySymptoms app.
- Director Knepp will consult the Health Department regarding quarantining or any other COVID-19 issues.
- Masking and distancing will help keep employees as well as patrons safe.

#### **District Library Formation**

Director Knepp met with the Comins Township Board to discuss the township's participation as a partner. Currently, two Library Board members live in Comins Township. There was positive feedback and they will continue to discuss this at a future meeting.

#### **Personnel Policy Discussion**

The Board discussed issues when a full-time employee has utilized all of their time-off but needs additional time off. How should this be handled? The Board's Labor attorney provided legal information to help in the decision-making process. After discussion, the Board decided it will need to update the Personnel Policy to address this by January 1, 2022.

King/Emig

Motion to allow unpaid vacation for full-time employees when all time-off has been used effective until December 31, 2021. The Board will follow all state and federal laws with regards to this, as applicable.

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

**Hiring and Wages**

The Personnel Committee shared information on their discussion of staffing and wages for the future. The Board will need to make decisions on positions and wages based on moving forward with the district library formation. Director Knepp will continue to share information as she works on the 2022 budget.

**New Business**

**2020 Audit**

The Board received the 2020 audit.

Shumaker/King

Motion to acknowledge the receipt of the 2020 audit.

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

**MCACA Mini Grant**

King/Shumaker

Motion to acknowledge the MCACA Mini Grant.

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

**Property (Mio)**

Two fence posts were pulled out from in front of the path to the north of the Mio Library property. Director Knepp would like to use our property as a permanent Story Walk but is concerned if vehicles such as ATVs, motorcycles, and other vehicles use the path making it unsafe for foot traffic. Sheriff Grace was consulted as to how to handle those who continue to remove posts and posted signs. He suggested mounting trail cams and screw the old sign into the posts. Hopefully, this will stop the unwanted vehicle traffic. Through the use of the trail cams, those unauthorized on the path can be prosecuted. Director Knepp will look into the purchase of the trail cams and see about getting the posts and sign back in place permanently.

**Budget Report**

**Review of Budget**

The Board reviewed budget information.

**Review of Transmittals**

Transmittals were reviewed and are up-to-date.

**Approval of Bills**

King/Emig

Motion to approve the payment of bills in the amount of \$14,984.20 including payment for the audit.

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

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

**Director’s Comments**

Not all invoices for the Library of Things are in. Director Knepp will email the remainder of the invoices for the Board to approve as they need to be turned into the Co-Op next week.

**Correspondence**

MBank will be merging with Nicolet Bank at the end of business on September 3, 2021. Director Knepp will be checking to see what the effects for the Library will be as there is a new classification for checking called Municipal Checking.

**Board Member Comments**

None

**Northland Board Advisory Comments**

None

**Commissioner Liaison Comment**

None

**Public Comment**

None

Meeting adjourned at 6:39 p.m.

The next regular meeting will be held September 13, 2021 at 5:00 p.m. at the Main Branch of the Oscoda County Library.

Respectfully submitted,  
Deb Shumaker – Secretary

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

• <del>January 13, 2020 – WebEx</del>	• <del>August 9, 2020 – Fairview</del>
• <del>February 8, 2020 – WebEx</del>	• September 13, 2020 - Mio
• <del>March 8, 2020 – Mio</del>	• October 11, 2020 - <b>Fairview</b>
• <del>April 12, 2020 – Fairview</del>	• November 8, 2020 – Mio
• <del>May 10, 2020 – Mio</del>	• December 10, 2020 ( <b>Friday</b> ) – Mio – Annual Potluck with Staff

• <del>June 14, 2020 – Mio</del>	• December 13, 2021 - Mio
• <del>July 12, 2020 – Cancelled</del>	

**Items for next month's agenda:**

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