

Oscoda County Library Board

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UNOFFICIAL MINUTES

October 11, 2021

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, OCTOBER 11, 2021 AT 5:30 P.M.
AT THE FAIRVIEW BRANCH OF THE OSCODA COUNTY LIBRARY

Call to Order: 5:40 p.m. by President Stenzel.

Members Present: Stenzel, Emig, King, Benefiel, and Shumaker

Member Absent: none

Others Present: Amy Knepp

The Pledge of Allegiance was recited.

Minutes

The minutes from the September 13, 2021 meeting stand approved as presented.

Old Business

COVID-19 – Discussion on At-Home Tests

The Board discussed whether to accept the results of at-home Covid tests.

Emig/Benefiel

Motion that the results from at-home tests will no longer be accepted for any illness.

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

District Library Formation - Update

Director Knepp reported that the Library now has two partners for the District Library formation:

- Oscoda County – Bill Kendall (Oscoda County treasurer) and Tom McCauley (Oscoda County commissioner and liaison to the Library Board) will serve as county representatives.
- Comins Township - Dave Yoder (Comins Township trustee) and Rob Murphy (Comins Township supervisor) will serve as township representatives.

Two members of the Library Board are needed to serve on the committee.

- Vice President Emig and Secretary Shumaker will represent the Library Board with Treasurer Benefiel serving as alternate.

Director Knepp will email sample District Library agreements to the committee members.

Hiring and Wages

The Board again discussed employee wages for 2022 in light of wage increases posted by other local and regional businesses. The Board discussed what each position requires.

- Is it time to revise job descriptions?
- What should the starting salary be for each position?
- Is it time to initiate salary caps?
- Are staff cross-trained?
- What positions does the Library need to run efficiently?
- Should the Board be considering making some positions full-time?

Secretary Shumaker provided salary information on Class III clerk and director positions from the Northern Michigan area to gauge what other libraries are paying their employees.

In working with the 2022 budget, the Board agreed the starting point for the lowest paid employee would be \$12.00/hour. What percent increase would there be for the director and programming clerk – both full-time employees?

2022 Budget

The Board received an updated copy of the 2022 budget. Director Knepp will revise the budget for the next Board meeting to reflect salary increases.

Huntington Bank Update

Director Knepp has opened an account at Huntington Bank with a \$10,000.00 deposit. She will be meeting with a bank representative to discuss the Library's banking needs.

The question was raised about setting up online banking with Huntington Bank.

Benefiel/Emig

Motion to set up online banking with Huntington Bank.

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

Director's Evaluation

Secretary Shumaker presented the results from the 2021 Director's Evaluation. The average score was 6.95 out of 7. The Board expressed its appreciation for Director Knepp's hard work.

New Business

Change of Employee Classification from Regular Part-Time to Irregular

Since Valerie Wyse is no longer working a set schedule and is working 12 hours or less per week, her classification needs to be changed as per the current personnel policy.

King/Emig

Motion to revised Valerie's classification from regular part-time to irregular.

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

Shine Cleaning

The Library started with Shine Cleaning in 2019. Director Knepp met with the owner (Garrett) recently to review and evaluate the cleaning schedule. Based on the review, she is recommending that cleaning be done 2 days/week instead of 1 day/week for the Mio Library. Monthly cost for 1 day/week = \$335.00. Monthly cost for 2 days/week = \$639.00.

Note that Treasurer Benefiel left at 7 p.m.

Emig/King Motion to move from 1 day/week cleaning to 2 days/week at the Mio Branch.

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

Stenzel – Aye

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

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 \$10,021,71.

Roll call vote:

Emig – Aye

King – Aye

Shumaker – Aye

Stenzel – Aye

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

Director's Comments

Director Knepp reported that the life and disability insurance invoices are now online but she did not received any invoices or notifications from the company since March 2021. She found out the policies were cancelled. She called our agent, Dave Zeller, to straighten out the situation.

Correspondence

None

Board Member Comments

Trustee King reported Prime Time went well at the Fairview Town Hall. There was a good turnout.

Northland Board Advisory Comments

None

Commissioner Liaison Comment

None

Public Comment

None

Meeting adjourned at 7:15 p.m.

The next regular meeting will be held November 8, 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.

• January 13, 2020 – WebEx	• August 9, 2020 – Fairview
• 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 – Cancelled	

Items for next month’s agenda:

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