

# Oscoda County Library Board

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## UNOFFICIAL MINUTES

December 10, 2021

### A SPECIAL MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON FRIDAY, DECEMBER 10, 2021 AT 5:30 P.M. AT THE MAIN BRANCH OF THE OSCODA COUNTY LIBRARY

Call to Order: 5:35 p.m. by President Stenzel.

Members Present: Stenzel, King, Benefiel, and Shumaker

Member Absent: Emig

Others Present: Amy Knepp

#### **Overview of District Library Partners Meeting**

Director Knepp and Secretary Shumaker shared key points of Tuesday's meeting (December 7, 2021) with the district library partners.

#### **Business to Discuss**

##### **District Library Formation – Update on staff**

Director Knepp receive a written resignation from Valerie Wyse (effective immediately) and a verbal resignation from Martha McMahon (effective later this month) with a written letter forthcoming.

##### **Discussion on Job Descriptions**

Review of job descriptions are needed to accurately reflect work being done. How might these descriptions change in light of the district library formation?

There was discussion about the number of hours full-time employees work and when they work them. Consensus was that full-time employees are expected to work a minimum of 40 hours per week. This information will be included in revised job descriptions.

##### **Discussion on Current Staffing**

In moving forward with the district library, Board members asked what positions the Library needs/does not need.

- How do the positions align with the Strategic Plan?
- Is there a need for an assistant director? If so, what would that person's duties entail?
- Is there a need for a part-time maintenance person? Could/would one of the current staff members be interested in taking on a few more hours and perform simple maintenance duties?
- How many aides/clerks are needed?
- There is a need for another 1-2 employees to have Library of Michigan certification.

- If more programming is offered, is there a need to have an additional person to assist?
- Does more time need to be devoted to grant writing?
- Can we look to our district partners for “in-kind” help?

### **Discussion on Hiring**

Once job descriptions have been reviewed and the district library has been formed, hiring will be revisited.

### **Discussion on Wages**

The Board discussed what amount of raise could the Board afford for employees as we must be fiscally responsible with taxpayer dollars. How can we retain as well as attract new employees in the current/future state of the economy?

Benefiel/King

Motion for the following wages for the 2022 fiscal year:

Full-time salaried employees (40 hours/week):

- Director – Amy: \$23.50/hour (\$48,880.00)
- Programming Clerk – Beth: \$16.71/hour (\$34,756.80)

Part-time employees

- Branch Clerk – Wendy: \$11.00/hour (29 hours/week – \$16,588.00)
- Cataloging Clerk – Sue: \$11.50/hour (20 hours/week – \$11,960.00)
- IT Clerk – Wyatt: \$11.00/hour (20 hours/week – \$11,440.00)
- Library Aide – Matt: \$10.50/hour (29 hours/week - \$15,834.00).

Roll call vote:

Benefiel – Aye  
 King – Aye  
 Shumaker – Aye  
 Stenzel – Aye

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

### **Board Member Comment**

President Stenzel suggested a retreat to further discuss job descriptions and other related issues as the district library moves forward.

### **Public Comment**

None

Meeting adjourned at 8:37 p.m.

The next regular meeting will be held December 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, 2021 – WebEx</del>         | • <del>August 9, 2021 – Fairview</del>   |
| • <del>February 8, 2021 – WebEx</del>         | • <del>September 13, 2021 – Mio</del>  |
| • <del>March 8, 2021 – Mio</del>              | • <del>October 11, 2021 – <b>Fairview</b></del>                                  |
| • <del>April 12, 2021 – <b>Fairview</b></del> | • <del>November 8, 2021 – Mio</del>  |
| • <del>May 10, 2021 – Mio</del>               | • <del>December 10, 2021 (<b>Friday</b>) – Mio – Annual Potluck with Staff</del> |
| • <del>June 14, 2021 – Mio</del>              | • <del>December 10, 2021 (Special Meeting) – Mio</del>                           |
| • <del>July 12, 2021 – <b>Cancelled</b></del> | • <del>December 13, 2021 - Mio</del>   |

**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