

Oscoda County Library Board

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UNOFFICIAL MINUTES

December 13, 2021

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, DECEMBER 13, 2021 AT 5:00 P.M.
AT THE MAIN BRANCH OF THE OSCODA COUNTY LIBRARY

Call to Order: 5:09 p.m. by President Stenzel.

Members Present: Stenzel, Emig, King, and Shumaker

Member Absent: Benefiel – arrived during the Budget discussion.

Others Present: Amy Knepp

The Pledge of Allegiance was recited.

Minutes

The minutes from the November 8, 2021 regular meeting and the December 10, 2021 special meeting stand approved as presented.

Old Business

COVID-19 Update

The MDHHS and the local Health Department have issued advisory recommendations that everyone should be wearing face masks until further notice regardless of vaccine status.

District Library Formation - Update

All current board members will stay on until the district library is formed. Once formed, the partners will select board members (County appoints three board members and Comins Township appoints two board members).

There was discussion about the need for a maintenance person.

BCN Quote

Health insurance has automatically been renewed with coverage the same as last year.

2022 Budget

- Director Knepp said she will not hire a new person to fill Martha's vacancy at this time.
- Wyatt (IT) could possibly do other tasks such as cataloging and MeL to fill the void as there will not be a new hire. Director Knepp will have a conversation with both Beth and Wyatt about this.
- Programming – most costs are covered by the grants the Library receives.
- Money will need to be added to the furniture line item. This can be done in January as the Board may want to adjust some lines.

- Director Knepp will be working on the policies and procedures for the Library of Things. The Co-Op budget is on a different schedule than the Library's so additional funds will become available in the near future.
- The 2022 budget will be in place until the district library is formed. Then the new district library board will create a new 2022 budget.
- There will need to be a budget hearing as a district library.
- Director Knepp will need to become familiar with additional district library laws.
- Profit/loss sheets are up-to-date as of today.
- Questions were answered about the following line items: furniture, misc. category, maintenance/cleaning.
- Health insurance premiums are based on salary. Current premiums are based on when the policy was established. The Board should expect the premiums to increase when Director Knepp furnishes updated salaries.

Emig/King

Motion to approve the 2022 Oscoda County Library budget in the amount of \$301,010.36.

Roll call vote:

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

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

Banking

Nicolet Bank (Mio branch) has officially closed. All records have been shipped to the Lewiston branch. Gaylord and Alpena also have branches that the Library can do business at. Currently, the Board will leave banking as it has been – making deposits at both Huntington Bank as well as Nicolet Bank.

Acknowledgement of Resignations

Benefiel/Emig

Motion to accept Valerie Wyse's resignation effective immediately.

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

Emig/King

Motion to accept Martha McMahon's resignation effective December 17, 2021 pending written notification.

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

New Business

Deb Shumaker – Reappointment to the OCL Board

Emig/King

Motion to reappoint Deb Shumaker to the Oscoda County Library Board.

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

Regular Full-Time Employees – Number of Hours Worked (Salaried)

The Board reviewed Section 1: Employee Definitions Parts B & C (Regular Full-Time Salary & Regular Full-Time Hourly) of the Personnel Policy.

King/Benefiel

Motion to change existing hours to 40-50 hours for Regular Full-Time Salary employees.

5 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/Benefiel

Motion to approve the payment of bills in the amount of \$7,207.26.

Roll call vote:

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

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

Director’s Comments

Director Knepp commented on the Literacy Council and its 501-C3 designation for Friends of the Library. She noted that there is some interest in reviving the Literacy Council. Sue, the Library’s cataloger, is doing some tutoring.

Correspondence

A letter was received from Ted Handrich that the Plaza has been sold to Kayla and Devin Layman. A question was raised as to where to send future rent payments. Ted will reach out to Kayla and Devin. The Board will need either a new contract or an addendum with the new owners.

A letter was received from the Board’s attorney, Foster Swift Collins & Smith outlining rate increases effective February 1, 2022. Hourly billing will be \$225.00/hour. Additional increases are spelled out in the December 9, 2021 letter.

Emig/Benefiel

Motion to have President Stenzel sign the letter acknowledging the rate increases.

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

Northeast Michigan Community Foundation annual reports were received for the two funds the Library has with them.

- OCL Fund from 10/1/2020-9/30/2021 – Total based on the fund balance = \$4,481.94. Spendable amount = \$1,307.99.

- Diane Gates Fund from 10/1/2020-9/30/2021 – Total based on the fund balance = \$3,605.17. Spendable amount = \$1,139.08.

Director Knepp will find out what needs to be done with regards to the district library formation – name change or transfer for these two funds.

The Board talked about MSUE (Michigan State University Extension) and reviewed 4-H programs offered in the past. It was noted that Sue, the Library’s cataloger, is currently teaching sewing for 4-H.

Board Member Comments

None

Northland Board Advisory Comments

None

Commissioner Liaison Comment

None

Public Comment

None

Meeting adjourned at 6:30 p.m.

The next regular meeting will be held January 10, 2022 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 10, 2021 – Special Meeting – Mio
• July 12, 2020 – Canceled	• December 13, 2021 – Mio