

# Oscoda County Library Board

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**OFFICIAL MINUTES**  
Approved December 12, 2012

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON WEDNESDAY, NOVEMBER 14, 2012 AT 4:45 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 4:50 p.m.

Members Present: Crane, Call, Stenzel, and Shumaker

Members Absent: Olsen

Others Present: Amy Knepp

## Minutes

The minutes of the October 10, 2012 meeting stand approved as presented.

## Budget Report

Call/Stenzel Approve payment of bills in the amount of \$815.06.  
4 Ayes : 0 Nays. **Motion carried.**

## Transmittals

The board reviewed transmittals. All are up-to-date.

## Old Business

### Employees

The board directed Director Knepp to consult attorney Gerry Brabant with regards to reduction in employee hours and termination of employees and report back to the board.

### Maintenance Fees

The board reviewed the list compiled by Board Member Call and Director Knepp. The following items were added to the list:

- change furnace filters
- add bleach to drains in basement in the winter
- sweep the basement several times a year
- change smoke detector (basement) and carbon monoxide batteries yearly.

Smoke detectors need to be purchased for the main library and a new carbon monoxide detector needs to be purchased as the existing one has not been replaced since its installation.

Director Knepp will set up a meeting with Tom and Joe to discuss.

### 2013 Budget

The board reviewed the revised budget.

- Shumaker/Stenzel Motion to accept the budget as presented.  
4 Ayes : 0 Nays. **Motion carried.**
- Stenzel/Call Motion to move Kimberly Landenberg from an hourly employee to a salaried employee.  
4 Ayes : 0 Nays. **Motion carried.**
- Call/Stenzel Motion to adopt salaries for staff as presented in the 2013 budget.  
4 Ayes : 0 Nays. **Motion carried.**

### **Hours**

Director Knepp proposed the date for the children's holiday program be changed from the evening of Wednesday, December 12 to 12 noon-2 p.m. Saturday, December 15. More children may be able to attend since it is not a school night and Kimberly, who is organizing the program, will return from vacation by then.

The Library plans to host a dementia program one evening in December.

### **New Business**

#### **Time Management Software for Computers and Printers**

Director Knepp provided information on the M-Console software which has a timer for computer usage and assists with keeping track of printing. She will report back at the December meeting as to additional information and other products. It is recommended that the board consider purchasing/subscribing to a product as computer usage continues to increase.

### **Director's Comments**

Director Knepp reported she has begun to look at new books to be purchased.

### **Correspondence**

The board received a letter of continuation to serve on the Library board from Nancy Crane.

- Stenzel/Call Motion to reappoint Nancy Crane to a five-year term (expiring January 2018) on the Oscoda County Library Board.  
3 Ayes : 0 Nays : 1 abstention. **Motion carried.**

As a reminder, terms for board members are as follows:

- Stenzel - term expires January 2014
- Olsen - term expires January 2015
- Call - term expires January 2016
- Shumaker - term expires January 2017

### **Board Member Comments**

None

### **Northland Board Advisory Comments**

None

**Public Comment**

None

**Commissioner Liaison Comment**

None

Seeing no further business, Vice Chair Crane adjourned the meeting. The next regular meeting will be held December 12, 2012 at 4:45 p.m.

Respectfully submitted,  
Deb Shumaker - Secretary