

# Oscoda County Library Board

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**UNOFFICIAL MINUTES**  
April 21, 2014  
APPROVED MAY 19, 2014

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON  
MONDAY, APRIL 21, 2014 AT 5:00 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 5:05 p.m.

Members Present: Olsen, Call, Brenner, Stenzel, and Shumaker  
Others Present: Amy Knepp and Mark Grantner

## Minutes

The minutes of the March 26, 2014 special meeting and April 14, 2014 work bee stand approved as presented.

It was noted that Vice Chair Stenzel signed the Don Davis contract instead of Chair Olsen.

## Budget Report

Stenzel/Call Approve payment of bills in the amount of \$1,544.58.  
5 Ayes : 0 Nays. **Motion carried.**

## Transmittals

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

## Old Business

### Creation of Line for Cleaning To Be Paid From

Call/Brenner Motion to create a line in the budget for cleaning.  
5 Ayes : 0 Nays. **Motion carried.**

Director Knepp reported Mrs. Kard is doing well. She is working approximately 8 hours per week. Dust is at a minimum during the painting process.

Director Knepp asked the board how they wanted to handle to the evaluation of Mrs. Kard. The board suggested that Mrs. Kard provide us with feedback and that the board provide her with feedback. Board member Call and Director Knepp prepared a checklist several months ago. This could be used as a tool for evaluation.

### Transferring Funds to the Construction Line – 271 792 806.00

Call/Brenner Motion to transfer \$50,000.00 from penal fines to construction line.  
5 Ayes : 0 Nays. **Motion carried.**

Painting will come out of Building Equipment Maintenance & Repair, not construction.

### **Staffing and Pay (Raises)**

All staff are labeled clerk even though none have the training. Verna Gillette is the only staff member interested in obtaining the necessary training to be considered a clerk.

Verna is working with Bear's Chair and is already thinking of adult programming when the meeting room is ready.

Shumaker/Brenner Motion to adjust Verna Gillette's pay to that the other clerk's pay (\$8.00/hour) and that it be retroactive to January 1, 2014.

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

Director Knepp was asked as to whether a person in charge of programming or a technology person would be most helpful to her. She indicated programming would be the most help to her.

Director Knepp will speak with the director at the Crawford County Library about sharing programmers. There will need to be conversation with both boards. She will also speak with Annette (DiPonio) Graham about helping with programming.

The board will need a job description for the programmer position.

### **Old Shelving – Who Owns & Disposal Of**

Joe Brio (county maintenance) took 5. He would like some of the deeper shelving units. Steiner Museum would like some. The Fire Department would like some. If any are sold, the board wants the money to go into the Diane Gates Memorial Fund.

### **Paint**

Space has been marked on the wall for the new door – this is approximate. The door was over the register.

A new color palette was introduced. Board member Call said the colors will work with the existing burgundy chairs and countertops. The palette will also work with outside of building.

Painting the front door is not part of the current bid.

Board member Call suggested the dropbox be enclosed for a neater look in the Lobby.

Board member Brenner will gather further information on the Home Depot Grant.

### **Flooring**

Chair Olsen reported that cork is not recommended but vinyl is. The board viewed carpet and flooring samples. Information is from Home Depot, Jeff Johnson, and Morse-Clark. Chair Olsen will ask Jeff Johnson to attend a future meeting.

Director Knepp asked if the board is ready for Mr. Cieslak to put out bids.

**Special Meeting**

Call/Stenzel Motion to hold a special meeting on Monday, May 12, 2014 at 4:30 p.m. to discuss construction and carpet and to talk with Mr. Cieslak.  
5 Ayes : 0 Nays. **Motion carried.**

**New Business**

None

**Director's Comments**

None

**Correspondence**

None

**Board Member Comments**

Vice Chair Stenzel wanted to know if less staff time was being spent on Legal Self-Help. Director Knepp reported it was.

Board member Brenner wanted to know if the board did anything to recognize volunteers or other employees. Chair Olsen suggested that Recognition be added to the monthly agenda.

**Northland Board Advisory Comments**

None

**Public Comment**

None

**Commissioner Liaison Comment**

None

Seeing no further business, Chair Olsen adjourned the meeting. A special meeting will be held Monday, May 12, 2014 at 4:30 p.m. The next regular meeting will be held Monday, May 19, 2014 at 5:00 p.m.

Respectfully submitted,  
Deb Shumaker – Secretary

Future meeting dates:

- May 19, 2014 (Monday)
- June 16, 2014 (Monday)
- July 21, 2014 (Monday)
- August 18, 2014 (Monday)
- September 15, 2014 (Monday)
- October 20, 2014 (Monday)
- November 17, 2014 (Monday)
- December 15, 2014 (Monday)