

Oscoda County Library Board

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UNOFFICIAL MINUTES

February 19, 2014

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON WEDNESDAY, FEBRUARY 19, 2014 AT 6:00 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 6:10 p.m. by Vice Chair Stenzel.

Members Present: Call, Brenner, Stenzel, and Shumaker

Member Absent: Olsen

Others Present: Amy Knepp, Vi Ward, Nancy Crane, and Mark Grantner

Minutes

The minutes of the January 15, 2014 regular meeting and January 26, 2014 work bee stand approved as presented.

Budget Report

Director Knepp reported on the new cleaning service. The Library looks and smells clean. The bill presented for approval this month is higher than it will be in coming months due to the initial thorough cleaning Mrs. Kard has been doing. It is noted that she has been cleaning the lobby frequently due to sidewalk salt being tracked in.

\$4,352 in penal fines was deposited in the month of January.

Call/Shumaker Approve payment of bills in the amount of \$25,868.27 (including shelving).
4 Ayes : 0 Nays. **Motion carried.**

Transmittals

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

Old Business

Building Project – Paint, Carpet, Shelving, Ceiling/Lighting Paint

Chairman Olsen and Director Knepp have spoken to Ron Cieslak and asked for revisions to the plan including:

- No drop ceiling
- No door between the Director's Office and Workroom
- Need for window in Cataloging Room (back of building)

Chairman Olsen is seeking bids for painters.

Director Knepp handed out the Cost Project Sheet for Phase 2 (February 2, 2014) in the amount of \$47,520. Mr. Cieslak will handle the bids for Phase 2.

Job Descriptions

The board reviewed the revised descriptions. This item was tabled and will be brought back at the March meeting.

It is the board's desire to move forward with finding a technology person.

Director Knepp met with the director of the Crawford County Library to discuss programming positions. Crawford currently has four people (part-time) coordinating programs for their library. There is a possibility that the two libraries could share staff. If the board would decide to hire our own, it was suggested to hire a retired teacher.

Board member Brenner suggested setting up a subcommittee to look at sharing programming. Sharing could happen with other libraries in the area, not only the Crawford County Library.

Director Knepp has spoken with Judge Root with regards to Legal Self-Help issues. The board's concern is with the amount of Library staff time it takes to help people. Judge Root is looking at possible navigators. There is also concern about identity theft. Director Knepp will check with Angela to see if there is a policy.

Personnel Policy

Director Knepp will make sure that board members get a copy and can make comments. This will be discussed at the March meeting.

Quilt Trail Block

Susan Shantz was in to see Director Knepp. Have anything been done to organize the contest for the quilt block design? It was suggested that a subcommittee be appointed to move forward with this project.

Cleaning – Contract Drafted By Attorney

Director Knepp handed out a letter and draft of a contract for the new cleaning service from our attorney. Board members are to review and be prepared to discuss at the March meeting.

Since the board is satisfied with Mary Kard's cleaning, the following motion was made:

Call/Brenner Motion to pay Mary Kard \$15.00 per hour for Library cleaning.
4 Ayes : 0 Nays. **Motion carried.**

Refrigerator

Director Knepp will get dimensions from Mr. Cieslak for the opening for the refrigerator. The refrigerator needs to be large enough for not only the staff but also for any food brought in for use in the new meeting room.

New Business

Active Shooter Workshop

Director Knepp will be attending the Active Shooter Workshop sponsored by the Library of Michigan, MCLS, and Michigan State Police.

She also let the board know that libraries do not fall under Pistol Free Zones.

Loud Children

Director Knepp reported an incident where a child was so loud that library employee Verna Gillette asked both child and parent to leave. Director Knepp recommends that a policy is needed to cover this type of problem.

Toys

During the remodeling process, the board would like to see the toys in the children's area removed because of the difficulty of keeping them germ-free. It was also discussed that a limited number of stuffed animals be kept for children's programming for the same reason. It is recommended that bean bags and cushions be removed and new children's furniture, mats, etc. that can be easily cleaned be purchased.

Presentation to Nancy Crane

The board took time during its meeting to recognize Nancy' Crane's five years of service on the Library board. She was presented with a certificate of service, a book donated to the Library in her honor (*Famous Character Dolls*), a card, and gift of money to be used to purchase supplies to make cancer bears, a project near and dear to her heart. Refreshments were served.

Next Meeting

Board member Shumaker said she would be unable to attend the March 19th meeting. The board decided it should meet more frequently during the remodel project to not only take care of project business but also review and take action on items such as personnel policy, job descriptions, and new positions. In April, the board will begin meeting the 2nd Monday of the month with additional meetings scheduled as needed – possibly every two weeks.

The board decided to meet Monday, March 3, 2014 at 5 p.m. to discuss the building project (bids) and job descriptions. Director Knepp will post the date/time change.

Board members were asked to stop in on Wednesday, March 19, 2014 to review and sign the bills.

Director's Comments

Director Knepp told the board that patrons have come to the Library who may have been using medical marijuana. She has been advised that nothing can be done unless they are driving.

Correspondence

None

Board Member Comments

Board member Brenner suggested the establishment of subcommittees to gather information on various areas that the board needs to address then report their findings at the board meeting so the board can take action.

Suggested committees:

- Building
- Staff
- Programming
- Legal Self-Help Navigators
- Quilt Block Trail

Northland Board Advisory Comments

None

Public Comment

None

Commissioner Liaison Comment

None

Seeing no further business, Vice Chair Stenzel adjourned the meeting. The next meeting will be held Monday, March 3, 2014 at 5 p.m.

Respectfully submitted,
Deb Shumaker - Secretary