

Oscoda County District Library Board

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OFFICIAL MINUTES

December 11, 2023

A REGULAR MEETING OF THE OSCODA COUNTY DISTRICT LIBRARY BOARD WAS HELD ON MONDAY, NOVEMBER 13, 2023 AT 5:00 P.M. AT THE MAIN BRANCH OF THE OSCODA COUNTY DISTRICT LIBRARY.

Call to order: 5:01 p.m.

Members Present: Stenzel, Benefiel, Rooker, McCauley, and Shumaker.

Member Absent: None

Others Present: Amy Knepp

The Pledge of Allegiance was recited.

Approval of Agenda

McCauley/Benefiel Motion to approve the agenda

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

Public Comment Regarding Today's Agenda – Limited to three (3) minutes per person

None

Consent Calendar Items for November 13, 2023

Item #1: Unofficial minutes for October 9, 2023

Item #2: Unofficial minutes for October 30, 2023

Item #3: Mercantile Bank PFMMA reconciliation: September 2023

Item #4: Mercantile Bank MCA reconciliation: September 2023

Item #5: Huntington Bank reconciliation: October 2023

Item #6: October 2023 Profit and Loss statement

Benefiel/McCauley Motion to approve the consent calendar items for November 13, 2023.

Roll Call:

Benefiel: Aye

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

Motion Carried.

Old Business

Fairview Branch

Jacqueline (from Ascension Health) joined the meeting via Zoom. She addressed questions from the Board:

- Building has been vacant since 2017.
- The ground lease expires June of 2024. Ascension will be sending a letter to Wellspring to terminate the ground lease.
- Insurance carried by them is “self-insured”.
- Ascension will be repairing roof leak.
- She does not see Ascension putting money in for repairs.
- Ascension is currently paying the bills for electric and gas.
- Ascension has called on Wellspring for repairs in the past.

The Board brought up the following:

- Elevator damage – the elevator needs to be lifted to see how much water is standing in the elevator shaft. There may be a possible hazmat issue.
- Question as to whether there is a water suppression system or not.
- There will need to be building and elevator inspections.

Other concerns:

- The elevator should have quarterly inspections.
- ADA accessibility – if no need, can the elevator be decommissioned?
- What will be the yearly cost to maintain the elevator?
- Will there be a need for full-time staff at this location?

Director Knepp will reach out to Wellspring to find out their intentions with regards to the land. What about water, septic, sewer, lawn care, etc.? She will also reach out to the Layman’s about extension of the current lease.

Staffing

The Board reviewed and discussed the employee issue brought forth by Director Knepp.

Rooker/Benefiel

Motion to terminate Dan Morton from employment at the Oscoda County District Library effective November 15, 2023. At this time, he will need to surrender all keys to the building.

Roll Call:

Benefiel: Aye

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

Motion Carried.

Director Knepp asked that a Board member be present when she delivers the termination. Treasurer Benefiel stated he would be there.

Benefiel/McCauley Motion to post the position of Library Aide. Salary will be determined based on qualifications and the base pay for a Library Aide.

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

New Business

Policy for Public Comments at Meetings

The Board reviewed the Policy for Public Comments at Meetings. See copy of the complete policy at the end of these minutes.

The following resolution was presented at the meeting:

RESOLUTION TO ADOPT PUBLIC COMMENT POLICY

At a meeting of the Library Board of Oscoda County District Library, Oscoda County, Michigan, held at the Library, in said Library on the 13th day of November 2023 at 6:15 p.m., Local Time.

Present: Stenzel Benefiel, Rooker, McCauley, and Shumaker

Absent: None

The following resolution was offered by Benefiel and supported by McCauley.

WHEREAS, pursuant to Section 3(5), of the Michigan Open Meetings Act, 1976 PA 267, a person shall be permitted to address a meeting of a public body under rules established and recorded by the public body; and

WHEREAS, the Library Board desires to adopt such rules pursuant to a policy governing public comment procedures (“Public Comment Policy”); and

WHEREAS, the Library Board has determined it is in the best interests of the health, safety, and welfare of Library residents to adopt the Public Comment Policy.

NOW, THEREFORE, BE IT RESOLVED by the Library Board of the Oscoda County District Library as follows:

1. The Library Board adopts and approves the Public Comment Policy attached as an exhibit to this Resolution.
2. The Public Comment Policy shall take effect upon approval.
3. To the extent that any resolution or portion of resolution is inconsistent with this Resolution, such resolutions or portions of resolutions are hereby rescinded.

ADOPTED:

YEAS: 5 (five)

NAYS: 0 (zero)

STATE OF MICHIGAN)
)
COUNTY OF OSCODA)

I, the undersigned, the duly qualified and acting Secretary of the Oscoda County District Library, Oscoda County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Library Board of said Library at a meeting held on the 13th day of November 2023.

Deb Shumaker
Library Board Secretary

Building Security

Employees will be asked to be better aware of patrons going back to Director Knepp’s office. She will be putting door bells on the doors from the library into the hallway to her office.

Meeting Room Usage

The Board needs to provide clarity to the meeting room policy as some patrons think that because it is not booked, they should be able to use it for their own space instead of being out in the main library.

Budget Report

Review of Budget

The Profit & Loss statement was emailed to the Board.

Review of Transmittals

The transmittals will be reviewed next month.

Approval of Bills

Benefiel/McCauley Motion to approve the payment of bills in the amount of \$3,551,99.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

Correspondence

Director Knepp received a letter from the Arizona Department of Economic Security with regards to Beth (previous employee) filing for unemployment. Director Knepp responded to the paperwork and enclosed a copy of Beth’s letter of resignation.

Director Knepp received information from Blue Cross/Blue Shield that Library coverage has been renewed.

Brianna Fortier who created the Library's new logo has lost the check issued to her for payment of services rendered. She asked that a new check be issued.

Board Member Comment

Treasurer Benefiel asked how the app was coming along for the Library as well as the new Technology Plan. Director Knepp said Wyatt would be presenting information on the plan at the December meeting. She will get an update from him on the app.

Public Comment

None

Director's Comment

Director Knepp showed off the three Veteran's Quilts. The Library purchases the material and Sue (Library employee) put them together. The quilts are beautiful. Sue will personalize with the veteran's names on each quilt.

Seeing no further business, the meeting was adjourned at 6:40 p.m.

The next regular meeting will be held December 11, 2023 at 5:00 p.m. at the Main Branch of the Oscoda County District Library.

Signature on file

Dawn Stenzel, President
Oscoda County District Library Board

Signature on file

Deb Shumaker, Secretary
Oscoda County District Library Board

**OSCODA COUNTY DISTRICT LIBRARY
POLICY FOR PUBLIC COMMENTS AT MEETINGS**

I. Purpose

The Oscoda County District Library welcomes and encourages comments from members of the public who attend Library Board meetings. Pursuant to the requirements of the Open Meetings Act, a person is permitted to make a public comment during a meeting under rules established and recorded by the Library Board.

II. Public Comment Period; Meeting Agendas

- A. If an agenda is available, the Library Board will have copies of the agenda available for the public who attend the meeting. The agenda will indicate the designated time(s) for the public to provide comments. The Library Board will include at least one public comment period during each meeting. These rules apply to the public comment period in any regular or special meeting or in any committee meeting that is open to the public (“Public Comment”).
- B. Members of the public have no right to address the Library Board or make comments outside of the Public Comment. At any time, the Library Board, at its discretion, may accept comments from the public. However, outside of the Public Comment time, the Library Board is under no obligation to hear comments from the public during a meeting.
- C. The Library Board has sole discretion to determine the content of each meeting agenda and is not obligated to add any item to the agenda.

III. Rules of Public Comment

The Library Board adopts the following procedures to receive Public Comments:

- A. When the Library Board meeting reaches a designated time for Public Comments, the President will invite attendees to make Public Comments. If the President is absent, the acting chair of the meeting will perform the President’s duties under this policy.
- B. The President will ask persons wishing to speak to raise their hands to be recognized by the President. The President will recognize one person to speak at a time, and each speaker must provide his or her name and address. No person in attendance may make a comment without being recognized.
- C. Public Comments must be addressed to the Library Board, not to other members of the audience.
- D. Each speaker is only entitled to one (1) three-minute time during each Public Comment period and may not split the time or “give” the time to another speaker.

- E. In lieu of speaking, a person may submit any written comments to the Library Board Secretary. Written materials submitted to the Library Board are considered public documents.
- F. The Library Board encourages free and complete public dialogue on Library Board issues within the bounds of civil discourse. Speakers may not breach the peace of the meeting.
- G. If a speaker includes specific questions to the Library Board in his or her Public Comments, the Library Board has no obligation to respond.
- H. Groups are encouraged to designate one or more individuals to speak on their behalf to avoid cumulative comments. However, there is no requirement to make this designation. If a speaker is speaking on more than one individual's behalf, they must state as such at the beginning of their comment and shall be entitled to one (1) five-minute time during Public Comment.
- I. The Library Board may determine, in its sole discretion, how Public Comments will be summarized in the meeting minutes. Members of the public should not expect the minutes to include verbatim transcripts or details of any individual comment.
- J. Members of the public are also encouraged to contact the Library during regular business hours to ask questions, raise concerns, and request information about Library matters.
- K. Members of the public must remain seated, stand in the back of the room or along the sides of the room, or approach the podium during public comment or if invited by the Board Chair (including standing in line to speak). Members of the public may not stand in the area in front the first row of chairs and the wall behind the table where Board Members are seated unless permitted by the Chair of the Board.
- L. All signs are prohibited in the Board meetings.

IV. Recording of Rules

These rules will be recorded in the minutes and kept on file with the Library Secretary.