

## Oscoda County District Library Board

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### OFFICIAL MINUTES

March 11, 2024

A REGULAR MEETING OF THE OSCODA COUNTY DISTRICT LIBRARY BOARD WAS  
HELD ON MONDAY, FEBRUARY 12, 2024 AT 5:00 P.M.  
AT THE MAIN BRANCH OF THE OSCODA COUNTY DISTRICT LIBRARY.

Call to order: 5:00 p.m. by President Stenzel.

Members Present: Stenzel, McCauley, Rooker, and Shumaker. Benefiel arrived after the Consent Agenda vote.

Member Absent: None

Others Present: Amy Knepp and Wyatt Knepp

The Pledge of Allegiance was recited.

### Approval of Agenda

Rooker/McCauley Motion to approve the agenda

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

### Consent Calendar Items for February 12, 2024

- Item #1:** Unofficial minutes for January 8, 2024
- Item #2:** Credit Card Payment from January 22, 2024
- Item #3:** Huntington Bank Reconciliation December 2023
- Item #4:** Huntington Bank Reconciliation January 2024
- Item #5:** Mercantile Bank MCA Reconciliation November 2023
- Item #6:** Mercantile Bank MCA Reconciliation December 2023
- Item #7:** Mercantile Bank PFMMA Reconciliation November 2023
- Item #8:** Mercantile Bank PFMMA Reconciliation December 2023
- Item #9:** January 2024 Profit and Loss statement (budget report)

Rooker/McCauley Motion to approve the consent calendar items for February 12, 2024.

### Roll Call:

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

**Motion Carried.**

## Appointment

### **Wyatt Knepp – Oscoda County District Library (OCDL) Technology Path Presentation**

At the request of Director Knepp, Wyatt created an extensive document outlining all the technology available at the OCDL. He reviewed this Technology Path and provided rationale for recommended future purchases/updates.

Benefiel/McCauley Motion to accept the Technology Path as presented.

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

Secretary Shumaker asked for a list of priorities with costs. Director Knepp and Wyatt will create a list of priorities as well as cost for the replacement of the Circulation Desk computers (high priority for replacement).

There is a need for two new printers. Director Knepp will price and purchase.

There is a need for additional security cameras as there are four blind spots at the Main Branch. There is also a need for a doorbell for the Meeting Room. Wyatt will price those. Director Knepp stated there would be a need to upgrade memory with additional cameras.

## Old Business

### **Staffing**

Director Knepp received 35 applications to fill the vacant Library Aide position. She will have a recommendation for the March meeting. The attorney has advised that the employee on suspension should remain on suspension.

### **Fairview Branch**

Director Knepp reported the key did not work in the lock for the Maple Drive building. Another is on its way.

Vice President McCauley left due to another engagement.

### **Director's Retirement/Staff Retirement – SIMPLE IRA**

Treasurer Benefiel and Director Knepp are gathering information on retirement options. The Board would like to know if either Huntington Bank or the Mercantile Bank offer possible options. Director Knepp will reach out to both.

**Banking Update**

The official minutes were signed from the last Board Meeting so that President Stenzel can take them to the Nicolet Bank and Northland Area Federal Credit Union to close those accounts and transfer the funds as stated in the January 2024 minutes.

**New Business**

**POL 3.016 – Gift and Donation Policy – 1<sup>st</sup> Reading**

**POL 3.017 – Endowment Policy – 1<sup>st</sup> Reading**

**POL 6.000 - Material Selection Policy – 1<sup>st</sup> Reading**

The policies, as drafted by the Board’s attorney, were reviewed

**Shumaker/Benefiel**

Motion to move the following policies to a 2<sup>nd</sup> read at the March 2024 meeting:

- POL 3.016 – Gift and Donation Policy
- POL 3.017 – Endowment Policy, and
- POL 6.000 - Material Selection Policy

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

**Budget Report**

**Review of Budget**

The Profit & Loss statement was emailed to the Board.

**Review of Transmittals**

The transmittals were reviewed and are up-to-date as of last week.

**Approval of Bills**

**Benefiel/McCauley**

Motion to approve the payment of bills in the amount of \$10,270.31

**Roll Call:**

Benefiel: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

**Motion Carried.**

**Correspondence**

None

**Board Member Comment**

Trustee Rooker asked when will there be sign by the road at the Main Branch – possibly closer to the corner. A sign was budgeted for in the grant the Library applied for. There were over 1,000 applications. Chances

for a grant-funded sign are slim. The location of the sign will have to be MDOT approved.

**Public Comment**

**None**

**Director's Comment**

**None**

Seeing no further business, the meeting was adjourned at 6:15p.m.

The next regular meeting will be held March 11, 2024 at 5:00 p.m. at the Main Branch of the Oscoda County District Library.

*Signature on file*

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Dawn Stenzel, President  
Oscoda County District Library Board

*Signature on file*

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Deb Shumaker, Secretary  
Oscoda County District Library Board