

## Oscoda County District Library Board

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### OFFICIAL MINUTES

May 8, 2023

A REGULAR MEETING OF THE OSCODA COUNTY DISTRICT LIBRARY BOARD WAS HELD ON MONDAY, APRIL 10, 2023 AT 5:00 P.M. AT THE FAIRVIEW BRANCH OF THE OSCODA COUNTY DISTRICT LIBRARY.

President Stenzel administered the oath of office to Denise Rooker, newly appointed trustee from Comins Township, prior to the start of the meeting.

Call to order: 5:00 p.m.

Members Present: Stenzel, McCauley, Rooker, and Shumaker. Benefiel arrived at 5:10 p.m.

Member Absent: None

Others Present: Amy Knepp

The Pledge of Allegiance was recited.

#### Approval of Agenda

McCauley/Shumaker Motion to approve the agenda for April 10, 2023.

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

**Public Comment** None

#### Minutes

Minutes from the March 13, 2023 meeting stand approved as presented.

#### Old Business

##### Millage Collection Report

Director Knepp presented the current report. The Library has received \$196,982.75 as of April 10, 2023.

##### 2023-2024 Budget

Since becoming a District Library, two audits will be performed – one for the time the Library was the Oscoda County Library (OCL), and a 2<sup>nd</sup> audit for the Oscoda County District Library (OCDL) due to the timing of when the fiscal year ended for the OCL and started for the OCDL. The auditor will be in next week.

Director Knepp noted she was using the 2020 version of QuickBooks for the OCL. For the OCDL, she had to upgrade to the 2022 version.

Director Knepp presented a preliminary budget for 2023-2024 as a starting point for discussion. This budget includes a starting salary of \$32,500 for the new programming clerk.

## **New Business**

### **Emergency Closings Due to Illness**

Director Knepp asked that language be added to the Emergency Closing section of the by-laws to include how to handle closings due to employee illness if the Library is short-staffed. Should both libraries be closed? Who makes the decision? The Personnel Committee will review and bring language to the Board that will clarify the procedure of closing due to illness.

### **Beth Barron Resignation**

The Board received Beth's letter of resignation effective May 26, 2023.

Benefiel/McCauley Motion to accept Beth Barron's resignation effective May 26, 2023.

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

### **Programming Clerk Position**

The Board reviewed the posting Director Knepp created for the Programming Clerk position.

McCauley/Benefiel Motion to post the Programming Clerk position with a starting salary of \$32,500.00 in the usual places – Facebook, Library website, etc.

#### **Roll Call:**

Benefiel: Aye

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

**Motion Carried.**

### **NLC Reciprocal Borrowing Agreement**

The current agreement form needs to be updated to reflect the District Library status. The existing form has been in effect since 2017.

Shumaker/Benefiel Motion to approve the Northland Library Cooperative Reciprocal Borrowing Agreement for the Oscoda County District Library.

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

## **Budget Report**

### **Review of Budget**

The Board reviewed the budget.

### **Review of Transmittals**

The Board reviewed transmittals as presented.

### **Approval of Bills**

Benefiel/McCauley Motion to approve the payment of bills in the amount of \$19,451.91.

#### **Roll Call:**

Benefiel: Aye

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

**Motion Carried.**

## **Correspondence**

A letter was received from the Municipal Underwriters of West Michigan stating there is a building restriction on our policy with regards to PFC/PFAS.

Director Knepp shared a packet of information she received from Mercantile Bank. They are offering good interest rates on CDs currently.

The Board would like Director Knepp to explore moving the money that is in the account at the Nicolet Bank (Lewiston) to the Mercantile Bank (Fairview) due to better interest rates.

Benefiel/McCauley Motion to have Director Knepp speak with Lorri Burzlaff at the Mercantile Bank (Fairview) about setting up an account and to check into CD options.

#### **Roll Call:**

Benefiel: Aye

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

**Motion Carried.**

## **Board Member Comment**

President Stenzel welcomed trustee Rooker to the Board.

Vice President McCauley inquired how the Library of Things list was coming along that will be posted to the Library's Facebook page. Director Knepp is working on it.

President Stenzel was questioned by a patron as to how often new books are made available at the Library. Director Knepp said that she places an order for each branch every other month. She is working on updating the non-fiction collection at Mio as the collection there is dated.

President Stenzel is waiting for information from Huntington Bank on retirement programs for employees.

### **Director's Report**

None

Seeing no further business, the meeting was adjourned at 5:34 p.m.

The next regular meeting will be held May 8, 2023 at 5:00 p.m. at the Main Library.

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Dawn Stenzel, President  
Oscoda County District Library Board

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Deb Shumaker, Secretary  
Oscoda County District Library Board