

Oscoda County District Library Board

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OFFICIAL MINUTES

June 12, 2023

A REGULAR MEETING OF THE OSCODA COUNTY DISTRICT LIBRARY BOARD WAS HELD ON MONDAY, MAY 8, 2023 AT 5:00 P.M. AT THE MAIN BRANCH OF THE OSCODA COUNTY DISTRICT LIBRARY.

Call to order: 5:03 p.m.

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

Member Absent: None

Others Present: Amy Knepp

The Pledge of Allegiance was recited.

Approval of Agenda

The Agenda was approved as presented.

Public Comment

None

Minutes

Minutes from the April 10, 2023 meeting stand approved as presented.

Old Business

Millage Collection Report

Director Knepp presented the current report. The Library has received \$217,639.95 to date.

2023-2024 Budget

The Board agreed to have its Budget Hearing June 12, 2023 – the same day as the regular board meeting.

Programming Clerk Position Update

Director Knepp scheduled four interviews but only two candidates showed up. She interviewed them on May 4, 2023. Neither candidate has both qualities as stated in the job description. She has additional interviews scheduled.

It was suggested that the Board contract with Beth for a period of six months to do final reports until someone is found. Beth was asked to come

up with some options for billing of services. Beth would need to file Form 1099 as an independent contractor.

Grant Writer

To fill the void, the Board would like to have a short-term contract with Beth for filing new grants (see Programming Clerk Update above).

New Business

Landscaping

Gordon was in to check on last summer’s planting and to discuss the next phase for landscaping. A few plants were damaged due to winter weather.

The next phase (Phase 2) is the Children’s Garden. Prep work will begin soon. Gordon would like to see some community involvement with its development. The shed will need to be moved to a different location on the property and will need a new foundation.

Approximately \$12,900.00 was spent on Phase 1 last year.

The Board discussed what amount it would like to allocate for Phase 2.

McCauley/Benefiel Motion to allocate \$6,000.00 for the Phase 2 – the Children’s Garden.

Roll Call:

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

Motion Carried.

Consent Agenda Discussion

Director Knepp would like to implement a Consent Agenda starting with the July 2023 Board Meeting. The Agenda would consist of:

- Minutes
- Budget Amendments, etc.

Any Board member can pull or add items to the Consent Agenda.

Mercantile Bank

Director Knepp presented information on rates for CDs at Mercantile Bank. Presently, the 6-12-month rates are good. Money market certificates are also being offered at a very good rate (5%).

There is approximately \$251,000.00 in the Nicolet Bank. Director Knepp recommended moving \$100,000.00 or more into a Mercantile Bank Money Market Certificate.

Benefiel/McCauley Motion to open a Money Market Certificate in the amount of \$100,000.00 at Mercantile Bank with President Dawn Stenzel and Treasurer Mike Benefiel as signatories.

Roll Call:

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

Motion Carried.

McCauley/Rooker Motion to authorize Mercantile Bank to communicate with Director Amy Knepp regarding any and all items related to the Oscoda County District Library accounts held there.

Roll Call:

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

Motion Carried.

Stenzel/Benefiel Motion to authorize Director Amy Knepp to open a checking account in the amount of \$50,000.00 with President Dawn Stenzel and Treasurer Mike Benefiel as signatories.

Roll Call:

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

Motion Carried.

Benefiel/McCauley Motion to authorize Mercantile Bank to issue a debit card to Director Amy Knepp.

Roll Call:

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

Motion Carried.

Budget Report

Review of Budget

The Board reviewed the profit/loss statement and budget figures.

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 \$3,021.53.

Roll Call:

Benefiel: Aye

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

Motion Carried.

Correspondence

None

Board Member Comment

Vice President McCauley asked about the posting of the Library of Things on the Facebook page. Treasurer Benefiel suggested that a list be compiled and provided to the students at the schools before the school year ends. Director Knepp and Sue will work on this on Wednesday, May 10, 2023.

Trustee Rooker asked who knows about the Community Garden. It would be good to have photos of progress posted on Facebook.

Director's Report

The theme of this summer's reading program is "All Together Now".

Seeing no further business, the meeting was adjourned at 6:09 p.m.

The next regular meeting and **budget hearing** will be held June 12, 2023 at 5:00 p.m. at the Main Library.

Signature on file

Dawn Stenzel, President
Oscoda County District Library Board

Signature on file

Deb Shumaker, Secretary
Oscoda County District Library Board

Update on Motion:

On May 19, 2023, President Stenzel asked, via email, for a motion to amend the motion made at the May 8, 2023 meeting by Benefiel and 2nd by McCauley to authorize Mercantile Bank to issue a debit card to Director Amy Knepp.

The amended motion:

Motion to change type of card from debit to credit with limit of \$5,000.00. This card would be issued in Director Knepp’s name on behalf of the Oscoda County District Library.

Motion made by McCauley and 2nd by Benefiel on May 19, 2023.

Email Vote (responses on 5/19/2023):

Benefiel: Aye

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: --

Motion Carried.

Signature on file

Dawn Stenzel, President
Oscoda County District Library Board

Signature on file

Deb Shumaker, Secretary
Oscoda County District Library Board