

## Oscoda County District Library Board

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### OFFICIAL MINUTES

July 10, 2023

A REGULAR MEETING OF THE OSCODA COUNTY DISTRICT LIBRARY BOARD WAS HELD ON MONDAY, JUNE 12, 2023 AT 5:30 P.M. AT THE MAIN BRANCH OF THE OSCODA COUNTY DISTRICT LIBRARY.

Call to order: 5:37 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 Consent Agenda

Benefiel/Rooker      Motion to approve the agenda with the addition of Mercantile Bank, and the removal of New Business A: 2022-2023 Budget Amendments.

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

**Public Comment**      None

#### Minutes

Minutes from the May 8, 2023 meeting stand approved as presented.

#### Old Business

##### **Credit Card with Mercantile Bank (addition)**

Rooker/McCauley      Motion to acknowledge changing the debit card with Mercantile Bank to a credit card in Director Knepp's name on behalf of the Oscoda County District Library with a credit limit of \$5000.00.

##### **Roll Call:**

Benefiel: Aye

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

**Motion Carried.**

## 2023-2024 Budget

McCauley/Benefiel Motion to approve the salary of the Library Director Amy Knepp in the amount of \$50,264.

**Roll Call:**

Benefiel: Aye

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

**Motion Carried.**

Benefiel/Rooker Motion to approve the salary of the Programming Clerk Matt Belanger in the amount of \$32,500.

**Roll Call:**

Benefiel: Aye

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

**Motion Carried.**

McCauley/Stenzel Motion to approve the hourly wage of the Cataloging Clerk Sue Perry in the amount of 11.85 per hour.

**Roll Call:**

Benefiel: Aye

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

**Motion Carried.**

Rooker/McCauley Motion to approve the hourly wage of the Information Technology Clerk Wyatt Knepp in the amount of \$11.32 per hour.

**Roll Call:**

Benefiel: Aye

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

**Motion Carried.**

McCauley/Benefiel Motion to approve the hourly wage of the Library Aide Daniel Morton in the amount of \$10.82 per hour once he has successfully completed a 90-day review.

**Roll Call:**

Benefiel: Aye

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

**Motion Carried.**

**Resolution to Adopt Budget 2023-001**

Rooker/McCauley WHEREAS, the Oscoda County District Library (“District Library”) was established by an agreement entered into by the Oscoda County and the Comins Township in accordance with the District Library Establishment Act, 1989 PA 24, as amended; and

WHEREAS, pursuant to Section 12 of the DLEA, the District Library Board is responsible for the expenditure of district library funds; and

WHEREAS, the Board has determined to adopt the current budget of the Oscoda County Library as the budget of the District Library for the current fiscal year.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The general library fund budget of the Oscoda County District Library is hereby adopted by reference, with revenues and activity expenditures as indicated in the attached Exhibit A.
2. All resolutions or motions and parts of resolutions or motions in conflict with this resolution are hereby repealed to the extent of such conflict.

Presentation of the 2023-2024 Budget in the amount of \$400,118.00.

**Roll Call:**

Benefiel: Aye

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

**Resolution Declared Adopted.**

**Staffing – Update and Discussion**

The new library aide, Daniel, is doing well. Matt, in his new position as programming clerk, is also doing well. He has a number of ideas he is looking at implementing to get the word out about the Library. He is also looking into ways to form new partnerships.

Previously, Beth Barron was Wyatt Knepp’s supervisor. The Board needs to select a new supervisor for him. Director Knepp recommends cataloging clerk Sue Perry to become Wyatt’s new supervisor.

McCauley/Stenzel Motion for Sue Perry to become Wyatt Knepp’s new supervisor.

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

Director Knepp would like to hire someone, preferably a high school student, for summer work (e.g. helping to set up and take down the summer movie equipment).

Benefiel/McCauley Motion to hire someone for summer work at minimum wage (\$10.10 per hour) for 29 hours now through Labor Day.

**Roll Call:**

- Benefiel: Aye
  - McCauley: Aye
  - Rooker: Aye
  - Shumaker: Aye
  - Stenzel: Aye
- Motion Carried.**

**Grant Writing**

The Board reviewed Beth Barron’s fee/rate proposal. She outlined specific grants and the amount per hour per grant she would charge. Hourly charge is \$30.00.

McCauley/Benefiel Motion to enter into an agreement with Beth Barron to provide grant writing services for the Oscoda County District Library on the agreed pricing, and authorizing Dawn Stenzel, Board President, to sign.

**Roll Call:**

- Benefiel: Aye
  - McCauley: Aye
  - Rooker: Aye
  - Shumaker: Aye
  - Stenzel: Aye
- Motion Carried.**

Director Knepp will contact the attorney to draft a document/contract for Beth Barron.

**Budget Report**

**Review of Budget**

The Board reviewed the budget.

**Review of Transmittals**

The Board reviewed transmittals as presented.

**Approval of Bills**

Rooker/Stenzel Motion to approve the payment of bills in the amount of \$8,810.24.

**Roll Call:**

Benefiel: Aye

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

**Motion Carried.**

**Correspondence**

Director Knepp received a letter from Staples stating the Staples Commercial More account with Citibank N.A. will be closed on July 31, 2023. The Library will still be able to order from Staples using its new Mercantile Bank credit card.

**Board Member Comment**

None

**Director's Report**

None

Seeing no further business, the meeting was adjourned at 6:07 p.m.

The next regular meeting will be held July 10, 2023 at 5:00 p.m. at the **Fairview Branch**. This will be the organizational/annual meeting for the 2023-2024 fiscal year.

*Signature on file*

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Dawn Stenzel, President  
Oscoda County District Library Board

*Signature on file*

\_\_\_\_\_  
Deb Shumaker, Secretary  
Oscoda County District Library Board

