

## Oscoda County District Library Board

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### OFFICIAL MINUTES

September 11, 2023

A REGULAR MEETING OF THE OSCODA COUNTY DISTRICT LIBRARY BOARD WAS HELD ON MONDAY, AUGUST 14, 2023 AT 5:00 P.M. AT THE MAIN BRANCH OF THE OSCODA COUNTY DISTRICT LIBRARY.

Call to order: 5:07 p.m. by Vice President McCauley

Members Present: McCauley, Rooker, and Shumaker.

Member Absent: Stenzel and Benefiel

Others Present: Amy Knepp

The Pledge of Allegiance was recited.

### Approval of Consent Agenda

McCauley/Shumaker Motion to approve the agenda with additions: Banking  
3 Ayes : 0 Nays. **Motion Carried.**

**Public Comment**      None

### Consent Calendar Items for August 14, 2023

Item #1 Unofficial minutes for the July 10, 2023 meeting.

Item #2: Budget Amendment: 822-Audit – Request to move funds from the fund balance to increase the budget line by \$1,300.00 to bring the total to \$4,000.00 and so amend the budget.

Shumaker/McCauley Motion to approve the consent calendar items for July 10, 2023.

### Roll Call:

McCauley: Aye

Rooker: Aye

Shumaker: Aye

**Motion Carried.**

### Old Business

#### Staffing Update

Director Knepp completed staff evaluations. Staff are meeting expectations. Interns are still learning.

Sue has questions about her role as Wyatt's supervisor. Director Knepp will meet with her and Wyatt to discuss.

Matt is doing well as Programming Clerk. 150+ children and adults attended the Exotic Zoo. The Harry Potter party was a success. Cody (intern) stepped in to help. Matt is considering producing a library podcast.

Cody's project for the summer is not yet finished.

Director Knepp reported the recent staff in-service was good. Staff created a "wish list" for the future.

The Library will be collaborating with the County Park for Fall Fest.

### **Fairview Branch**

The Board is reviewing property options in Fairview. Ascension Health may have a possible property.

### **Banking**

The Board needs to establish which is the main bank of record. Currently, money is held in four different banks or credit unions including savings, checking, and money market certificates.

Director Knepp would like to discuss this and requests that all board members be present for the discussion.

Once a decision is made, the Board requests that money held at the Nicolet Bank (Lewiston) be moved locally.

## **New Business**

### **2022-2023 Audit**

The audit is scheduled. There is a substantial cost increase as there are more areas to audit now that we are a district library. Note budget amendment above.

### **Director – Federal Jury Duty**

Director Knepp is on-call for Federal Jury Duty between August 28-September 9, 2023. This timeline could be expanded if there is a trial.

## **Budget Report**

### **Review of Budget**

The Board reviewed the budget.

### **Review of Transmittals**

No transmittals were presented.

**Approval of Bills**

Shumaker/McCauley Motion to approve the payment of bills in the amount of \$19,116.99.

**Roll Call:**

McCauley: Aye

Rooker: Aye

Shumaker: Aye

**Motion Carried.**

**Correspondence**

Director Knepp received a letter from the IRS stating there was an overpayment of quarterly taxes.

**Board Member Comment**

Trustee Rooker attended a Comins Township meeting. The Township Board would like to see more activities at the Fairview Branch.

**Director’s Report**

Director Knepp reported Sue has been working on getting the Library of Things items ready. This is a bigger task than originally anticipated.

Seeing no further business, the meeting was adjourned at 5:52 p.m.

The next regular meeting will be held September 11, 2023 at 5:00 p.m. at the Main Branch.

*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