

Oscoda County District Library Board

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OFFICIAL MINUTES

October 09, 2023

A REGULAR MEETING OF THE OSCODA COUNTY DISTRICT LIBRARY BOARD WAS HELD ON MONDAY, SEPTEMBER 11, 2023 AT 5:00 P.M. AT THE MAIN BRANCH OF THE OSCODA COUNTY DISTRICT LIBRARY.

Call to order: 5:04 p.m.

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

Member Absent: McCauley

Others Present: Amy Knepp

The Pledge of Allegiance was recited.

Approval of Agenda

Benefiel/Rooker Motion to approve the agenda with the addition of August 14, 2023 Bills.

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

Public Comment None

The Board needs to adopt a statement on public comment. Director Knepp will check with the attorney on appropriate language. The Board also reviewed proper procedures when the public speaks during public comment.

Consent Calendar Items for September 11, 2023

Item #1 Unofficial minutes for the August 14, 2023 meeting.

Rooker/Benefiel Motion to approve the consent calendar items for September 11, 2023.

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

Old Business

Staffing

Cody (intern) is completing the inventory Connor was working on before he left. He will work through the next board meeting to finish the job. When additional time is required to finish a job (such as this case), the Board wants to make sure funds are available for the salary.

Director Knepp stated, for the majority of the time, the Library is understaffed. Treasurer Benefiel asked if all staff have reached their potential in productivity. Director Knepp said she is working on team building with the staff.

Fairview Branch

Director Knepp is waiting to hear from Ascension Health about setting up a meeting to look at their Fairview property. She also checked on rules/regulations of elevators.

New Business

Michigan Community Center Grant

Matt submitted a \$700,000+ request for ARPA funds on behalf of the Library. Notification of the recipients will be the end of October 2023. This is a 3-year grant for building and renovation. He also included the following:

- Garden tractor for mowing and yard work
- Barn/garage for storage
- Truck w/plow

Secretary Shumaker asked that a copy of the grant be emailed to Board members.

Benefiel/Shumaker Motion to acknowledge the submission of the Michigan Community Center Grant.

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

2023 Fall Fun Fest

The Fun Fest is scheduled for October 6 & 7, 2023 at the Oscoda County Park. The is a joint partnership between the County Park and the Library provided the Fall Fun Fest is open to the public

There will be food trucks, a magic show, and a Friday night movie. HPC Bank is also involved. Trick or Treating will be held Saturday night. All Library staff will be participating.

Director Knepp asked if the Board would approve the Library be closed one day during the week prior to the Fall Fun Fest so all staff can work on Saturday.

Benefiel/Shumaker Motion for Director Knepp to use her discretion to close the Library one day during the week of Fall Fun Fest so all staff can work on Saturday.

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

August 14, 2023 Bills

Benefiel/Shumaker Motion to amend the total amount of bills to pay for the August 14, 2023 meeting from \$19,116.99 to \$18,323.42 (duplicate – LightBox Learning for \$793.57).

Roll Call:

Benefiel: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

Motion Carried.

Budget Report

Review of Budget

The Board did not receive a printed copy of the budget. Director Knepp has questions for the auditor who will be doing the audit shortly.

Review of Transmittals

The transmittals were reviewed as presented.

Approval of Bills

Benefiel/Shumaker Motion to approve the payment of bills in the amount of \$4,671.17.

Roll Call:

Benefiel: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

Motion Carried.

Correspondence

Point Broadband is upgrading its billing platform and customer service portal and is requesting the Library use AutoPay.

Benefiel/Shumaker Motion to approve Point Broadband's request for payment using AutoPay. The Board gives Director Knepp permission to complete payment transactions to Point Broadband using the Library's credit card.

Roll Call:

Benefiel: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

Motion Carried.

The Library has a \$6,092.48 overpayment with the U.S. Department of Treasury. They will issue a check in this amount.

Board Member Comment

Treasurer Benefiel stated he is starting his Dungeons & Dragons group up again.

Secretary Shumaker stated there seems to be multiple items that need further discussion and that there is not time enough at a board meeting to discuss them in depth. She is requesting the Board have a retreat in September or October to discuss the following:

- Banking
- Staffing
- Building & Fairview Branch
- Strategic Plan
- Meeting Room

She suggested a Saturday morning/afternoon or a Sunday afternoon. Director Knepp will send an email with possible dates/times.

Director's Report

Director Knepp wanted confirmation from the Board that they wish to continue following the Meeting Room policy of having everyone out of the meeting room by 9 p.m. The Board agreed this is the policy and it should be followed by all users.

Both Sue and Wyatt are cataloging the Library of Things.

Seeing no further business, the meeting was adjourned at 6:32 p.m.

The next regular meeting will be held October 9, 2023 at 5:00 p.m. at the **Fairview Branch** of the Oscoda County District Library.

Signature on file

Dawn Stenzel, President
Oscoda County District Library Board

Signature on file

Deb Shumaker, Secretary
Oscoda County District Library Board