

Oscoda County District Library Board

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OFFICIAL MINUTES

April 8, 2024

A REGULAR MEETING OF THE OSCODA COUNTY DISTRICT LIBRARY BOARD WAS
HELD ON MONDAY, MARCH 11, 2024 AT 5:00 P.M.
AT THE MAIN BRANCH OF THE OSCODA COUNTY DISTRICT LIBRARY.

Call to order: 5:00 p.m. by President Stenzel.

Members Present: Stenzel, McCauley, Rooker, Benefiel, and Shumaker. Benefiel
Member Absent: None
Others Present: Amy Knepp

The Pledge of Allegiance was recited.

Approval of Agenda

With no changes or additions, the Agenda stands as presented.

Consent Calendar Items for March 11, 2024

- Item #1:** Unofficial minutes for February 12, 2024
- Item #2:** Credit Card Payment from February 14, 2024
- Item #3:** Huntington Bank Reconciliation February 2024
- Item #4:** Mercantile Bank MCA Reconciliation January 2024
- Item #5:** Mercantile Bank PFMMA Reconciliation January 2024
- Item #6:** February 2024 Profit and Loss statement (budget report)

McCauley/Benefiel Motion to approve the consent calendar items for March 11, 2024.

Roll Call:

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

Motion Carried.

Old Business

Staffing

McCauley/Benefiel Motion to terminate immediately the employment of Codee Johnson.

Roll Call:

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

Motion Carried.

Director Knepp narrowed down the field of applicants for the aide position from 35 to 5. Of the five, three withdrew their applications. She highlighted the qualities of the remaining two candidates.

Benefiel/McCauley Motion to acknowledge the hiring of Hailey Hoornstra as a full-time employee at a wage of \$10.33/hour, and be eligible for benefits following successful 30- and 60-day evaluations.

Roll Call:

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

Motion Carried.

The Board directed Director Knepp to advertise for an additional aide position.

Fairview Branch

The Board received a copy of the Big Moose Home inspection of the Maple Drive property.

McCauley/Benefiel Motion to acknowledge the building inspection report from Big Moose Home Inspections.

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

Access is needed to the attic of the building to check for additional issues – leakage, air quality, etc. An email has been sent to Pete with questions including keys, accessing the attic, and more. Director Knepp will contact the architect to see if they can identify where the attic is on the blueprints.

The Board is also interested in an elevator inspection. Director Knepp will contact Otis to find out the cost.

Benefiel/Stenzel Motion to have Director Knepp to contact Otis and get a quote on the elevator inspection.

Roll Call:

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

Motion Carried.

Director's Retirement/Staff Retirement – SIMPLE IRA

The Board reviewed the SIMPLE IRA information.

- The Board's attorney has approved the SIMPLE IRA as a retirement plan.
- There will be set-up fee.
- A representative from Huntington Bank will meet with each employee. The employee can choose how to invest.

McCauley/Benefiel Motion to authorize Amy Knepp, Library Director, to be the point of contact for the SIMPLE IRA Plan for the Oscoda County District Library.

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

Benefiel/Rooker Motion to authorize Amy Knepp, Library Director, to complete and sign the SIMPLE IRA Plan Company Profile form and the SIMPLE IRA Plan Adoption Agreement with Huntington Bank.

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

Benefiel/McCauley Motion to establish a SIMPLE IRA Plan through Huntington Bank with up to a 3% match for all current employees.

Roll Call:

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

Motion Carried.

McCauley/Benefiel Motion that any new employee may participate with the plan following a successful 30- and 60-day evaluation, provided they are expected to earn at least \$5,000 in compensation for the calendar year in which they are hired.

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

Benefiel/Rooker **POL 3.016 Gift and Donation Policy – 2nd Reading**
Motion to approve POL 3.016 Gift and Donation Policy.

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

Benefiel/McCauley **POL 3.017 Endowment Program Policy – 2nd Reading**
Motion to approve POL 3.017 Endowment Program Policy.

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

Rooker/Benefiel **POL 6.000 Material Selection Policy – 2nd Reading**
Motion to approve POL 6.000 Material Selection Policy.

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

New Business

QuickBooks Online

Director Knepp explained the move to QuickBooks online. QuickBooks is moving away from their stand-alone product. There will be a 50% discount for the 1st 12 months - \$30.00 instead of \$60.00.

Benefiel/Rooker Motion to move to QuickBooks online – Essential Version with the yearly cost for both QuickBooks and Payroll fee to be charged to the Library’s credit card with discount applied for the 1st year.

Roll Call:

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

Motion Carried.

Fraud Prevention Offered by Huntington Bank

Local businesses are dealing with fraud in their checking accounts (checks being altered). Huntington Bank recommends enrolling in the Reverse Positive Pay program (\$8.00/month) to protect the Library’s checks from fraud. Director Knepp will get an email each morning a check/checks are ready to be cleared. She will then review the check register and approve each check if correct. If the Library has an excessive number of checks that need to be cleared, the option to upgrade to Check Positive Pay (\$30.00/month) is available.

Shumaker/Benefiel Motion to enroll in Reverse Positive Pay at a cost of \$8.00/month with Huntington Bank, and allow Director Knepp to move to Check Positive Pay at a cost of \$30.00/month if needed.

Roll Call:

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

Motion Carried.

Budget Report

Review of Budget

The Profit & Loss statement was emailed to the Board.

Review of Transmittals

The transmittals will be available at the April 2024 meeting.

Approval of Bills

Benefiel/McCauley Motion to approve the payment of bills in the amount of \$13,035.30

Roll Call:

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

Motion Carried.

Budget Amendments

McCauley/Benefiel Motion to move \$5,000.00 from the fund balance and increase line 821- Attorney Fees by \$5,000.00 and so amend the budget.

Roll Call:

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

Motion Carried.

Rooker/Benefiel Motion to move \$5,000.00 from the fund balance and increase line 722- Federal Withholding by \$5,000.00 and so amend the budget.

Roll Call:

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

Motion Carried.

Rooker/McCauley Motion to move \$3,000.00 from the fund balance and increase line 808-
Grant Expense by \$3,000.00 and so amend the budget.

Roll Call:

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

Motion Carried.

McCauley/Rooker Motion to move \$3,100.00 from the fund balance and increase line 822-
Audit by \$3,100.00 and so amend the budget.

Roll Call:

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

Motion Carried.

Correspondence

None

Board Member Comment

Treasurer Benefiel was excited to hear about the grant for the Summer Reading Program.

Public Comment

None

Director's Comment

None

Seeing no further business, the meeting was adjourned at 6:25p.m.

The next regular meeting will be held April 8, 2024 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