

Oscoda County District Library Board

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OFFICIAL MINUTES

May 13, 2024

A REGULAR MEETING OF THE OSCODA COUNTY DISTRICT LIBRARY BOARD WAS
HELD ON MONDAY, APRIL 8, 2024 AT 5:00 P.M.
AT THE FAIRVIEW BRANCH OF THE OSCODA COUNTY DISTRICT LIBRARY.

Call to order: 5:04 p.m. by President Stenzel.

Members Present: Stenzel, Rooker, and Shumaker
Member Absent: McCauley and Benefiel
Others Present: Amy Knepp and Four Community Members

The Pledge of Allegiance was recited.

Approval of Agenda

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

Consent Calendar Items for April 8, 2024

- Item #1:** Unofficial minutes for March 11, 2024
- Item #2:** Credit Card Payment from March 22, 2024
- Item #3:** Huntington Bank Reconciliation March 2024
- Item #4:** Mercantile Bank MCA Reconciliation February 2024
- Item #5:** Mercantile Bank PFMMA Reconciliation March 2024
- Item #6:** March 2024 Profit and Loss statement (budget report)

Shumaker/Rooker Motion to approve the consent calendar items for April 8, 2024.

Roll Call:

Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

Old Business

Staffing

Director Knepp reported that Hailey Hoornstra is settling in to her new position as clerk. Matt trained her. Her 30-day review will happen at the end of this week.

There is still an open position and Director Knepp is looking to fill it. President Stenzel asked about the possibility of a summer intern. There is a job fair on April 24, 2024 for High School students. Director Knepp plans to attend.

Fairview Branch
Rooker/Stenzel Motion to issue a check to cover the cost of the Otis elevator inspection.

Roll Call:

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

Motion Carried.

Director's Retirement/Staff Retirement – SIMPLE IRA

Director Knepp met with John from Huntington Bank to review forms and answer questions.

New Business
QuickBooks Online
Director Knepp stated she looked at another bookkeeping software but wishes to stay with QuickBooks Online. Pricing of the two was very similar.

Fraud Prevention Offered by Huntington Bank

Director Knepp and Treasurer Benefiel will finalize the process on April 9, 2024.

Budget Report

Review of Budget

The Profit & Loss statement was emailed to the Board.

Review of Transmittals

Rooker/Shumaker Motion to approve the transmittals as presented.

Roll Call:

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

Motion Carried.

Approval of Bills

Rooker/Stenzel Motion to approve the payment of bills in the amount of \$8,732.81.

Roll Call:

Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

Correspondence

Acknowledgement from the unemployment agency of overpayment. The auditor is aware. Funds will be applied future payments.

Board Member Comment

None

Public Comment

Four members of the community expressed concerns about a previous employee and programming.

Director's Comment

None

Seeing no further business, the meeting was adjourned at 6:36 p.m.
The next regular meeting will be held May 13, 2024 at 5:00 p.m. at the Main Branch of the Oscoda County District Library.

Signature on file

Dawn Stenzel, President
Oscoda County District Library Board

Signature of file

Deb Shumaker, Secretary
Oscoda County District Library Board