

Oscoda County District Library Board

430 W. Eighth Street
Mio, Michigan 48647
Phone: 989-826-3613
Fax: 989-826-5461

OFFICIAL MINUTES

August 12, 2024

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

Call to order: 5:02 p.m. by Vice President McCauley.

Members Present: Rooker, McCauley, Benefiel, and Shumaker. Stenzel arrived at 5:05 p.m.

Member Absent: None

Others Present: Amy Knepp and Community Members

The Pledge of Allegiance was recited.

Approval of Agenda

McCauley/Benefiel Motion to approve the agenda

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

Election of Officers as per Board By-Laws - POL 1.00

Director Knepp asked for nominations for President. A motion was made to nominate Dawn Stenzel for President.

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

President Stenzel arrived at 5:05 p.m. She accepted nomination for the following:

- Vice President – Tom McCauley
- Secretary – Deb Shumaker
- Treasurer – Mike Benefiel

McCauley/Rooker Motion to accept the nominations for Vice President, Secretary, and Treasurer as presented.

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

Consent Calendar Items for July 8, 2024

Item #1: Unofficial minutes for June 10, 2024 meeting

Item #2: Unofficial minutes for June 24, 2024 meeting

Benefiel/McCauley Motion to approve the consent calendar for July 8, 2024.

Roll Call:

Benefiel: Aye

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

Motion Carried.

Old Business

POL 4.065 – Social Media Policy – 2nd Reading and Approval

Benefiel/McCauley Motion to approve POL 4.065 – Social Media Policy with changes from 1st reading.

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

POL 4.075 – Telework Policy – 2nd Reading and Approval

Benefiel/Rooker Motion to approve POL 4.075 – Telework Policy with changes from 1st reading.

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

POL 6.005 - Programming Policy -- 2nd Reading and Approval

Benefiel/Rooker Motion to approve POL 6.005 – Programming Policy.

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

2023-2024 Budget Motions

Benefiel/McCauley Motion to move \$1,500.00 from the fund balance and increase line 715 FICA to \$12,225.79 and so amend the budget.

Roll Call:

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

Motion Carried.

McCauley/Benefiel Motion to move \$4,630.28 from the fund balance and increase line 66000 Payroll Expenses to \$145,130.25 and so amend the budget.

Roll Call:

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

Motion Carried.

Benefiel/Stenzel Motion to move \$5,534.00 from the fund balance and increase line 710 Building Insurance to \$12,057.00 and so amend the budget.

Roll Call:

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

Motion Carried.

Rooker/Benefiel Motion to move \$107.00 from the fund balance and increase line 809 Library Dues to \$257.00 and so amend the budget.

Roll Call:

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

Motion Carried.

McCauley/Benefiel Motion to move \$7,000.00 from the fund balance and increase line 821 Attorney Fees to \$14,000.00 and so amend the budget.

Roll Call:

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

Motion Carried.

Rooker/McCauley Motion to move \$1,124.43 from the fund balance and increase line 933 Building Equipment, Maintenance, and Repair to \$2,124.43 and so amend the budget.

Roll Call:

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

Motion Carried.

McCauley/Benefiel Motion to move \$150.00 from the fund balance and increase line 964 Tax refunds to \$200.00 and so amend the budget.

Roll Call:

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

Motion Carried.

New Business

Appointments to the Personnel Committee

President Stenzel appointed Secretary Shumaker and Trustee Rooker to the Personnel Committee.

Appointments to the Bill Paying Committee (Annual Meeting, By-Laws, Article IV, Sec. 3)

President Stenzel appointed Treasurer Benefiel, Trustee Rooker, and herself as alternate to the Bill Paying Committee. This committee has the authority to approve bills for payment in place of any regularly scheduled meeting.

Banks of Record

Benefiel/Rooker Motion to continue using Huntington Bank as the Library’s bank of record for bill paying and deposits. Mercantile Bank will house the deposits from the Fairview Branch.

Roll Call:

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

Motion Carried.

Shumaker/McCauley Motion to hire Anne Seuryneck and the law firm Foster Swift to represent the Library.

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

Paying of Utility Bills

McCauley/Benefiel Motion to approve the paying of utilities, insurances and legal bills: (BCN, DTE, Consumers Energy, BCMUA, Snow Plow, Lawn Service, Foster Swift) as they arrive.

Roll Call:

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

Motion Carried.

Paying of Mercantile Bank Credit Card

Shumaker/McCauley Motion for Treasurer Benefiel to review the monthly credit card statement for Mercantile Bank and authorize payment, with an acknowledgement to follow at the next regularly scheduled board meeting.

Roll Call:

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

Motion Carried.

Weeding of Materials Discussion

Director Knepp stated she uses the following criteria when weeding library materials:

- Reviews Evergreen reports
- Goes to the shelves to review due dates and wear of books. She noted that she does not rely on due dates as MeL checkouts are not shown on date due slips.
- Reviews what is available in MeL.
- Looks at the collection as a whole as sometimes looks can be deceiving.

President Stenzel said paperbacks are cheaper than hardcover books, and asked if hardcover books last longer.

Director Knepp said a complete inventory of the collection as not been done in a very long time. She would like to shut down for a two-week period to complete the inventory. Vice President McCauley asked if a partial shut down would be considered. Director Knepp stated it is best to do it all at once, uninterrupted. Treasurer Benefiel asked about a timeline. Director Knepp said mid- to late September would work best.

President Stenzel asked about the purchase of new books as some patrons have told her they are bored with the older books they have already read. Director Knepp responded that she orders popular books. She also watches what is being ordered through MeL by the homeschool population.

Vice President McCauley addressed the transparency of books in question. Director Knepp stated book barcodes include the date of purchase.

Employee Discussion

Vice President McCauley stated there have been many text messages about the employee. Treasurer Benefiel suggested the Labor attorney be contacted to discuss the situation and provide guidance on how to proceed in the spirit of transparency. Director Knepp will contact the attorney.

Budget Report

Review of Budget

The Profit & Loss statement was available at the meeting. As Director Knepp is now using the online version of QuickBooks, she stated future statements will have a different look to them.

Review of Transmittals

Transmittals were reviewed.

Approval of Bills

Benefiel/Rooker Motion to approve the payment of bills in the amount of \$8,593.23.

Roll Call:

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

Motion Carried.

Correspondence

None

Board Member Comment

None

Public Comment – Limited to three (3) minutes per person

Rick Shepard – Mio. Mr. Shepard discussed local history books. He also expressed his opinion about Library’s policy on limits to the use of public computers. He wants to see the policy reversed.

Director Knepp stated the policy was put into place due to time limit abuse as well as patrons looking at inappropriate content which has been brought to the attention of Library staff. Prior to implementing the current policy, research was done by looking at other libraries’ Internet policies. Treasurer Benefiel suggested having Wyatt (from IT) attend a board meeting to explain the reasons for the current policy.

Director’s Comment

Director Knepp expressed her appreciation of the Board.

Rooker/McCauley Seeing no further business, a motion was made to adjourn the meeting.

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

The meeting was adjourned at 6:05 p.m.

The next regular meeting will be held August 12, 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 on file

Deb Shumaker, Secretary
Oscoda County District Library Board