

Oscoda County District Library Board

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OFFICIAL MINUTES

September 9, 2024

A REGULAR MEETING OF THE OSCODA COUNTY DISTRICT LIBRARY BOARD WAS
HELD ON MONDAY, AUGUST 12, 2024 AT 5:00 P.M.
AT THE MAIN BRANCH OF THE OSCODA COUNTY DISTRICT LIBRARY.

Call to order: 5:01 p.m. by President Stenzel.

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

Member Absent: None

Others Present: Amy Knepp, Sue Perry, and Community Members

The Pledge of Allegiance was recited.

Approval of Agenda

Benefiel/McCauley Motion to approve the agenda

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

Consent Calendar Items for August 12, 2024

Item #1: Unofficial minutes for July 8, 2024 meeting

McCauley/Rooker Motion to approve the consent calendar for August 12, 2024.

Roll Call:

Benefiel: Aye

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

Motion Carried.

Old Business

Employee – Sue Perry

Sue Perry waived her to have the Board go into closed session to discuss complaints brought against her.

The Board reviewed the document presented by Director Knepp on the investigation she conducted about the complaint received on Sue Perry. Based on the investigation and the information presented in the document,

no disciplinary action warranted and there are no grounds for dismissal. This document was prepared with the assistance of the Board's labor attorney, Mike Blum (Foster Swift).

Benefiel/McCauley Motion to acknowledge the Board received the Investigation Document from Director Knepp including Overview, Article VII-Section 1: Rules of Conduct, Section 2: Personal and Professional Conduct, and Section 3: Professional Appearance from the *Employee Conduct and Disciplinary Policy*, Investigation Detailed Report, and Attachment A: Employee Letter.

Roll Call:

Benefiel: Aye

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

Motion Carried.

Wages – Beth Barron

Director Knepp stated that Beth was hired in at \$11.85 per hour but the budget listed her salary as \$11.65 per hour. This needs to be corrected.

Stenzel/Benefiel Motion to adjust the wages of Beth Barron from \$11.65 per hour to \$11.85 per hour as hired in the 2024-2025 budget. The Boards gives permission to Director Knepp to adjust Beth's back pay to \$11.85 per hour.

Roll Call:

Benefiel: Aye

McCauley: Aye

Rooker: Aye

Shumaker: Aye

Stenzel: Aye

Motion Carried.

POL 3.005 – Internet Acceptable Use Policy Discussion

Wyatt Knepp, IT Clerk, provided information on the history of the current Internet Acceptable Use Policy. State and national policies were reviewed at that time.

- Currently, Hailey (clerk) and Wyatt have reviewed 37 Michigan library policies. There are still restrictions on usage.
- Patrons must sign the Acceptable Use Policy every six months.
- Children 13 years of age and younger are required to have a parent/legal guardian with them to supervise the use the Internet.
- Certain areas of the Internets are blocked – e.g. Facebook, Twitch, YouTube, etc.

- Much usage comes from printing labels (short-time usage).
- Library of Michigan allows one hour of usage with up to three hours of extensions in 20-minute increments.
- There are libraries with once per day usage.
- Two of the Library's five Chromebooks will be dedicated to the Legal Self-Help program.

Wyatt would like to speak with IT specialists at Kirtland Community College about different solutions. He will also be researching kid-friendly browsers. He will continue exploring possibilities but would consider revising the 30-minute time limit to two hours with extensions if the backend software will allow it.

If not enough Chromebooks are available, President Stenzel asked how staff would discern what is priority usage.

Secretary Shumaker stated the Board should not make any decisions until Wyatt reports back after meeting with staff at Kirtland.

Director's Retirement Fund

Director Knepp's paperwork is in order with the new fund. One staff member's paperwork is in process with two additional staff members getting ready to start the process.

There has been two years with no contribution to the director's retirement fund. On the attorney's advice, the Board needs to catch up and place a cap on the amount to be contributed. The Personnel Committee (Shumaker, Rooker, and Director Knepp) will review the last date of contribution to MERS and the dollar amount as a base to move forward. The Committee will bring their findings to the entire Board so that contributions can begin to the new fund.

New Business

Board Retreat

The Board is half way through its Strategic Plan. It is time to review the plan, acknowledge accomplishments, and amend the plan, as needed, based on the change to a district library and the needs of the community. To have adequate time for discussion, it was suggested that the Board schedule a fall retreat. Director Knepp will send out an email asking members for their availability – possibly a Saturday.

Director's Evaluation

It was suggested that the current director evaluation be revised to better reflect the job duties of the director. The Personnel Committee (Shumaker, Rooker, and Director Knepp) will review and bring information back to the Board.

POL 3.006 - Legal Self-Help Acceptable Use Discussion

Currently, there is no charge to anyone (including those from surrounding counties) printing Legal Self-Help documents. Some documents are 10+ pages. Printing costs include toner, paper, and usage of the printer.

Director Knepp reached out to Judge Bills to ask about charging. Judge Bills asked if there was grant money involved in the purchase of equipment.

Treasurer Benefiel suggested that free printing be promoted for Legal Self-Help to Oscoda County residents but that those using it from outside the county should pay.

Director Knepp will estimate number of pages printed and cost of supplies and bring information and a suggested policy back to the Board for review.

Trustee Job Description Discussion

Director Knepp suggested that a job description be created outlining the duties and responsibilities of a trustee. This will be helpful when recruiting new trustees. The Personnel Committee (Shumaker, Rooker, and Director Knepp) will look at creating a Trustee Job Description.

Patron Code of Conduct Discussion

A Patron Code of Conduct is needed so that boundaries and expectations can be set and shared with the public.

Summer Outdoor Movies

Director Knepp suggested that a contract be created to establish guidelines when working with outside entities to show movies that the Library has to pay a licensing fee for. There have been issues with rain and not being able to set up equipment and show the movie. Most recently, the Comins Township Hall was locked and library staff were unable to get inside to access power for the equipment.

Summer Heritage Days

The Exotic Zoo was sponsored by the Library at the Summer Heritage Day at the Fairgrounds. There were two shows which were well received. The Library also showed a movie.

Budget Report

Review of Budget

Director Knepp is still working with the support team at QuickBooks to refine the Profit & Loss statement.

Approval of Bills

McCauley/Benefiel Motion to approve the payment of bills in the amount of \$12,566.64.

Roll Call:

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

Motion Carried.

Correspondence

None

Board Member Comment

Vice President McCauley let the Board know he will not be in attendance for the November and December 2024 board meetings.

Trustee Rooker stated Matt did a presentation on electric signs at the Oscoda County Council on Aging. If the Library and the Council on Aging both order signs, a possible discount may be offered by the company.

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

Rick Shepard – Mio. Mr. Shepard repeated his opinion about Library’s policy on limits to the use of public computers. He suggested the Library buy more computers. He also stated he thought the cost of an electric sign was too much.

Mike Rooker asked about upkeep of the Library’s flowerbeds. Director Knepp stated that the gardener that she was working with has left the area. Secretary Shumaker suggested finding a Master Gardener to help.

Director’s Comment

None

The meeting was adjourned at 7:09 p.m.

The next regular meeting will be held September 9, 2024 at 5:00 p.m. at the Main Branch of the Oscoda County District Library.

Signature of file

Dawn Stenzel, President
Oscoda County District Library Board

Signature on file

Deb Shumaker, Secretary
Oscoda County District Library Board