

Oscoda County District Library Board

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OFFICIAL MINUTES

December 9, 2024

A REGULAR MEETING OF THE OSCODA COUNTY DISTRICT LIBRARY BOARD WAS
HELD ON MONDAY, NOVEMBER 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 Vice President McCauley.

Members Present: McCauley, Rooker, Benefiel, and Shumaker

Member Absent: Stenzel

Others Present: Amy Knepp

The Pledge of Allegiance was recited.

Approval of Agenda

Rooker/Benefiel Motion to approve the November 11, 2024 agenda.

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

Consent Calendar Items for November 11, 2024

Item #1: Unofficial minutes for September 9, 2024 meeting

Benefiel/Rooker Motion to approve the consent calendar for November 11, 2024.

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

The October 2024 Profit and Loss statement will be emailed.

Old Business

POL 3.005 - Internet Acceptable Use Policy – 2nd Read

Benefiel/Rooker Motion to approve POL 3.005 - Internet Acceptable Use Policy.

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

POL 3.001 – Patron Behavior Policy – 2nd Read

Benefiel/Rooker Motion to approve POL 3.001 – Patron Behavior Policy.

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

POL 3.002 – Library Violations Enforcement Policy – 2nd Read

Benefiel/Rooker Motion to approve POL 3.002 – Library Violations Enforcement Policy.

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

A form will be created to document violations.

New Business **Approval of Personnel Committee Meeting Notes – October 26, 2024**
Correction - PTO will carryover.

Benefiel/Rooker Motion to approve the Personnel Committee Notes with correction.

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

A bill has been introduced in the legislature updating time off wording.

Exempt vs. Non-Exempt Employees

In some cases, overtime will have to be paid.

Wage Discussion

Director Knepp provided a handout projecting employee salaries with various options starting with all part-time employees making \$12.50/hour (new minimum wage as of February 21, 2025). There is also new information that there may be a date & amount change in the minimum wage starting January 1, 2025.

- 2025 - \$12.00
- 2026 - \$12.50
- 2027 - \$13.00
- 2028 - \$14.00
- 2029 - \$15.00

Everyone is waiting to see what the legislature will do.

Treasurer Benefiel discussed possible changes to personnel as discussed in previous meetings which could include outsourcing IT and adding an assistant director.

Earned Sick Time Act (ESTA)

This item is tabled until the December 9, 2024 meeting.

Acknowledgement of Beth Barron's Resignation

Benefiel/Rooker Motion to acknowledge and accept Beth Barron's resignation.

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

Increase in Fees/Fines

Director Knepp presented information on a suggested increase to fees and fines charged by the Library.

The staff has discussed a problem with patrons who are habitually late – especially those with MeLCat items.

Recommended changes include:

- an increase in fines for books and audiobooks including all MeLCat items from \$.10/day to \$.25/day
- an increase in the fee for receiving a fax from \$.50/page to \$1.00/page to cover the increased cost of paper and toner.

McCauley/Benefiel Motion to increase fines and fees as recommended for books and audiobooks from \$.10/day to \$.25/day and receiving a fax from \$.50/page to \$1.00/page.

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

Budget Report

Review of Budget

Director Knepp will email.

Approval of Credit Card Payments

Benefiel/Rooker Motion to approve credit card payments for September 2024 - \$1,410.95 and October 2024 - \$933.64

Roll Call:

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

Motion Carried

Approval of Bills

Benefiel/Rooker Motion to approve the payment of bills in the amount of \$6,003.55.

Roll Call:

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

Motion Carried.

Correspondence

A thank you for Library participation in Halloween Weekend was received from the Oscoda County Park.

Board Member Comment

Vice President McCauley will be absent for the December 9, 2024 meeting.

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

None.

Director’s Comment

Director Knepp is collecting information on the strengths & weaknesses of the Library along with a wish list for planning purposes. The staff has already completed this assignment. She would like the Board to email her this information prior to the December 9, 2024 meeting.

The meeting was adjourned at 5:42 p.m.

The next regular meeting will be held December 9, 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

2024-2025 Meeting Dates – The regularly scheduled monthly meeting of the Oscoda County District Library Board will be held on the 2nd Monday of each month at 5:00 p.m. as determined at its June 24, 2024 meeting.