

## Oscoda County District Library Board

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### OFFICIAL MINUTES

July 6, 2022

A REGULAR MEETING OF THE OSCODA COUNTY DISTRICT LIBRARY BOARD WAS HELD ON MONDAY, JUNE 13 2022 AT 5:00 P.M. AT THE MAIN BRANCH OF THE OSCODA COUNTY DISTRICT LIBRARY.

Call to order: 5:05 p.m.

Members Present: Stenzel, Benefiel, McCauley, and Shumaker  
Member Absent: King  
Others Present: Amy Knepp

Pledge of Allegiance was recited.

McCauley/Benefiel Motion to approve the agenda.  
4 Ayes : 0 Nays. **Motion Carried.**

Public Comment None

### Minutes

Minutes from the May 9, 2022 stand approved as presented.

### Old Business

#### Staffing Discussion

Director Knepp reported the Library continues to be understaffed. As there are events coming up needing staff to preside over, she asked if the Board would like to pay overtime to employees or have trustees volunteer.

McCauley/Benefiel Motion to authorize Director Knepp to pay overtime, as needed, to employees until the August 8, 2022 meeting.

#### Roll Call:

Benefiel: Aye McCauley: Aye Shumaker: Aye Stenzel: Aye  
**Motion Carried.**

It was also noted that Matt has taken the Beginning Workshop.

#### Credit Card and Credit Card Policy (Policy 2.010)

The Board reviewed the Credit Card Policy. Secretary Shumaker asked for clarification on several points.

Shumaker/Stenzel Motion to approve POL 2.010 Credit Card Policy with changes.

**Roll Call:**

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

**Motion Carried.**

McCauley/Benefiel Motion to apply for a credit card with Huntington Bank.

**Roll Call:**

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

**Motion Carried.**

**New Business**

**Acknowledgement of Resignation of Wendy Burden**

Benefiel/McCauley Motion to acknowledge the resignation of Wendy Burden.

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

**Millage Ballot Proposal Wording - Estimated Amount Information**

Director Knepp was contacted that the dollar amount for millages (on August 2022 ballot) based on the mill amount does not equate across the board. The District Library millage amount was based on when it was calculated, therefore it may not be the same as others. The Board has the option to withdraw the millage from the August 2022 ballot or leave it as is.

The Board acknowledges that it has been informed and wished to leave the millage language as is.

**Library Logo**

The Board reviewed the logos presented and asked if the designer could combine two of the logos. Director Knepp will check to see if this is possible.

**Approval of Job Descriptions: Director, Assistant Director, Programming Clerk, Information Technology Clerk, Catalog Clerk, and Library Clerk**

Secretary Shumaker had some questions and concerns regarding the job descriptions and repetitiveness of duties and overlap of various positions. She volunteered to revise them and present samples at the July 2022 board meeting.

There was discussion about digitizing old records that are not currently available (pre-2002) either online or in a digitized format. It was suggested that a high school student be hired this summer to do the digitizing but the Board saw potential problems with the idea. Director Knepp will research

and bring costs back to the Board from companies that specialize in digitization.

The idea of hiring 1-2 high school students this summer for other Library work such as manning the Circulation Desk or working at Movie Nights was presented. Director Knepp will contact the Department of Labor as to how many hours 16-18-year old students can legally work and what the salary can be.

Benefiel/McCauley Motion for Director Knepp to pursue the hiring of 1-2 high school students for summer work at the Library.

**Roll Call:**

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

**Motion Carried.**

**Library Card Policy (Non-Resident) – Policy 3.000**

The Board reviewed the proposed Library Card Policy. Several questions were brought forth regarding the residency search to ensure a future patron is actually a resident or property owner in Oscoda County. There was also a question about School Cards and how they differentiate from Regular Cards. Does a School Card need a parent/guardian signature? Director Knepp will reach out to other libraries with School Cards to see what their procedure is.

**Locksmith Quotes**

The Board reviewed the locksmith quotes. Frank's Key & Lock Shop (Alpena) was the only vendor who submitted a quote. Gaylord and Traverse City vendors did not submit quotes. The Board also reviewed the quote for the closer-automatic operator on the handicap main entry doors which needs repair.

Benefiel/McCauley Motion to approve the quote from Frank's Key & Lock Shop, Inc. for rekeying locks at the Oscoda County District Library in the amount of \$995.95 plus \$3.00 per key.

**Roll Call:**

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

**Motion Carried.**

Shumaker/Benefiel Motion to approve the quote from Frank's Key & Lock Shop, Inc. to replace the closer-automatic operator on the handicap main entry doors to the Main Library in the amount of \$5,406.09.

**Roll Call:**

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

**Motion Carried.**

**Landscape Quote**

The Board reviewed the proposal for landscaping at the Main Library. The proposal will allow for doing the landscaping projects in stages. If the parking lot were to be resurfaced or expanded, the proposed areas could be moved.

Labor is \$35.00/hour. The Library can purchase the supplies or the landscaper can.

McCauley/Benefiel Motion to approve \$35.00/hour labor for landscaping with each project brought to the Board for approval.

**Roll Call:**

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

**Motion Carried.**

Director Knepp also addressed the need for an additional security camera to be placed at the Meeting Room door. People have been seen on the Library's security cameras walking through the Library property during early morning hours.

**July 11, 2022 Meeting Date Change**

Due to scheduling conflicts, the July 11, 2022 meeting date needs to be moved.

Shumaker/McCauley Motion to move the July 11, 2022 meeting to Wednesday, July 6, 2022 at 5 p.m. at the Fairview Branch Library.

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

**Kirtland Community College Training**

The Library will be closed on Wednesday, June 15, 2022 so that all staff members can take part in active shooter and self-defense training at the College. The College's Grill will provide a box lunch at \$10/person.

**Evergreen (Library's Cataloging & Circulation System)**

The current support contract end June 30, 2022. There are two libraries in Michigan still part of the Michigan Evergreen group. Equinox, the support provider, will create Fairview as its own branch to better mesh with MeLCat. It will also bill each library separately.

Shumaker/Benefiel Motion to continue with Equinox as support provider and have them establish Fairview as a separate branch.

**Roll Call:**

Benefiel: Aye McCauley: Aye Shumaker: Aye Stenzel: Aye  
**Motion Carried.**

**Budget Report**

**Review of Budget**

Nothing at this time.

**Review of Transmittals**

The Board reviewed the current transmittals.

**Approval of Bills**

Benefiel/Shumaker Motion to approve the budget report as presented. To acknowledge deposits. To approve the payment of bills in the amount of \$12,535.74.

**Roll Call:**

Benefiel: Aye McCauley: Aye Shumaker: Aye Stenzel: Aye  
**Motion Carried.**

**Correspondence**

QuickBooks has established the Oscoda County District Library account and vendors have been notified of the change from County Library to District Library.

**Board Member Comment**

Secretary Shumaker stated a patron at the Fairview Branch expressed concern about the resignation of Wendy Burden.

President Stenzel asked when new books would be ordered. Director Knepp stated orders would be placed at the start of the new fiscal year in July.

Seeing no further business, the meeting was adjourned at 6:52 p.m.

The next regular meeting will be held July 6, 2022 at 5:00 p.m. at the **Fairview Branch.**

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Dawn Stenzel, President  
Oscoda County District Library Board

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Deb Shumaker, Secretary  
Oscoda County District Library

