

Oscoda County District Library Board

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

OFFICIAL MINUTES

August 8, 2022

A REGULAR MEETING OF THE OSCODA COUNTY DISTRICT LIBRARY BOARD WAS HELD ON WEDNESDAY, JULY 6, 2022 AT 5:00 P.M. AT THE FAIRVIEW BRANCH OF THE OSCODA COUNTY DISTRICT LIBRARY.

Call to order: 5:01 p.m.

Members Present: Stenzel, Benefiel, King, and Shumaker. McCauley arrived at 5:08 p.m.

Member Absent: None

Others Present: Amy Knepp, Rob Murphy, Gordon James, Kayla & Devin Layman

Pledge of Allegiance was recited.

Approval of Agenda

Shumaker/Benefiel Motion to approve the agenda for July 6, 2022.

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

Public Comment None

Minutes

Minutes from the June 13, 2022 stand approved as presented.

Appointment

GJ Landscaping LLC

Director Knepp asked the Board as to how they would like to pay Mr. James for his landscaping services – every two weeks or monthly as he has commenced landscaping work at the Main Branch.

King/Benefiel Motion to pay GJ Landscaping LLC every two weeks.

Roll Call:

Benefiel: Aye

King: Aye

Shumaker: Aye

Stenzel: Aye

Motion Carried.

The Children's Garden was discussed. Gordon of GJ Landscaping would like to see the garden as a learning/educational garden and possibly include the following:

- Sun dial
- Edible garden including herbs in raised beds
- Grafting of trees
- Pollinator area for butterflies and local insects

President Stenzel asked if the ABC metal sculpture could be moved to the Children's Garden or the entrance. It can.

Consideration was given to the following items for the landscaping project:

- Upkeep/long-term maintenance – Who will maintain? Is this something the community might become involved in? Is there a local garden club who might be interested in upkeep/maintenance?
- Plants selected should be the type that are low/little maintenance.
- Irrigation for easy watering – Gordon can install irrigation lines now so beds won't get torn up later.
- Would the Library accept donations of plants?
- Will there be benches/seating available within the gardens?
- Can trees be included for shade? Gordon suggested apple and cherry trees.
- What about a trellis?
- Can the Story Walk be integrated on the property?
- Would like paths to be wheelchair/walker/stroller accessible. Gordon suggested paths to be 48" wide.
- There will be a need to deter wildlife at night – perhaps install a privacy fence.
- Would like to see a newspaper article introducing the project to alert community and get community buy-in.

As discussed at the June meeting, landscaping will be done in phases. Currently, Gordon is working on entrance landscaping. It will include the following:

- Hydrangeas
- Asiatic lilies
- Autumn sedum
- Burning bushes

Landscaping fabric, edging and irrigation lines will be installed shortly. Plants and rocks will be installed one week from today.

Gordon and Amy will brainstorm on the layout of the Children's Garden.

Benefiel/Stenzel Motion to establish a \$1,000.00 budget for the entrance landscaping including plants and irrigation lines.

Roll Call:

Benefiel: Aye

King: Aye

McCauley: Aye

Shumaker: Aye

Stenzel: Aye

Motion Carried.

Appointment

Kayla & Devin Layman

The Layman's, owners/landlords of the Bo-Ton Plaza, presented information and are offering the Board the option to purchase the plaza property.

Information related to the plaza:

- There is the possibility of a new tenant in the old Northland Area Federal Credit Union location.
- The existing two tenants have 1-year leases which are up for renewal shortly.
- Concern was expressed for the easement to the septic field due to its location. Would there be a perpetual easement agreement for its maintenance?
- How would it work as the District Library is tax-exempt but the other tenants are not? This is a question for the District Library's attorney.
- All units in the plaza have separate addresses.
- What is the insurance liability?
- Would the rent income from the other units cover the monthly payment and expenses if the District Library purchased the plaza?
- The property would need to be assessed. The township can take care of this.
- Are the current leases transferable/assumable from the other tenants or would new ones need to be drawn up?

The Layman's are interested in the District Library's answer as soon as possible, preferably by the August 2022 meeting.

Benefiel/King

Motion to get an assessment on the plaza and have a board member contact the bank to explore its financial options. The purchase price is \$265,000.00. With this knowledge, the District Library Board may call a special meeting to decide to purchase or not.

Roll Call:

Benefiel: Aye

King: Aye

McCauley: Aye

Shumaker: Aye

Stenzel: Aye

Motion Carried.

Old Business

Library Logo

The Board reviewed the revised logos.

McCauley/Benefiel Motion to accept logo #3.

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

Staffing Discussion

Director Knepp has not had time to review the revised job descriptions submitted by Secretary Shumaker.

Director Knepp reported that some staff are working overtime due to the staffing shortage.

Interviews for the teen summer help may begin on Monday, July 11, 2022.

Credit Card and Credit Card Policy

The person in charge of issuing the credit card at the bank has been off on medical leave. The District Library does not have a new District Library credit card yet. The old Oscoda County Library credit card is still being used. The Board needs to speak with someone else at the bank to expedite processing the credit card application.

The Credit Card policy will be reviewed at the August 2022 meeting.

New Business

Move Money from Nicolet Bank to Huntington Bank

McCauley/Benefiel Motion to issue a check from the Nicolet Bank account in the amount of \$100,000.00 payable to the Oscoda County District Library and to be deposited in the Huntington Bank account.

Roll Call:

Benefiel: Aye

King: Aye

McCauley: Aye

Shumaker: Aye

Stenzel: Aye

Motion Carried.

Quote from Goodrich Paving

Director Knepp presented a quote for two options from Goodrich Paving for the Main Library parking lot:

- Option 1 – Sweep, clean, and fill cracks then apply two coats of sealer at a cost of \$1,650.00.
- Option 2 – Do an overlay of 1.5 inches of asphalt at a cost of \$15,250.00.

It was suggested that Director Knepp contact Finished Concrete of Fairview for information on what options they could provide before making a decision.

Payroll

The last pay period ended July 2, 2022 and came out of the Oscoda County Library funds.

Audit Report

The Board reviewed the current audit report from James Anderson, CPA. As the new fiscal year for the Oscoda County District Library began on July 1, 2022, there will be another audit next July for the entire fiscal year.

Benefiel/King

Motion to accept the audit from James Anderson, CPA, as presented.

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

Budget Report

Review of Budget

The budget was reviewed.

Review of Transmittals

Transmittals will be available at the August 2022 meeting.

Approval of Bills

King/McCauley

Motion to approve the budget report as presented. To acknowledge deposits. To approve the payment of bills in the amount of \$113,917.00.

Roll Call:

Benefiel: Aye

King: Aye

McCauley: Aye

Shumaker: Aye

Stenzel: Aye

Motion Carried.

Correspondence

Director Knepp received a letter from MERS stating they will be starting the actuarial. So, the process is moving ahead.

Board Member Comment

None

Seeing no further business, the meeting was adjourned at 7:06 p.m.

The next regular meeting will be held August 8, 2022 at 5:00 p.m. at the Main Library.

Dawn Stenzel, President
Oscoda County District Library Board

Deb Shumaker, Secretary
Oscoda County District Library