

Oscoda County District Library Board

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OFFICIAL MINUTES

September 12, 2022

A REGULAR MEETING OF THE OSCODA COUNTY DISTRICT LIBRARY BOARD WAS HELD ON MONDAY, AUGUST 8, 2022 AT 5:00 P.M. AT THE MAIN BRANCH OF THE OSCODA COUNTY DISTRICT LIBRARY.

Call to order: 5:15 p.m.

Members Present: Benefiel, King, McCauley, and Shumaker

Member Absent: Stenzel

Others Present: Amy Knepp

Pledge of Allegiance was recited.

Approval of Agenda

King/Benefiel Motion to approve the agenda for August 8, 2022.

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

Public Comment None

Minutes

Minutes from the July 6, 2022 meeting stand approved as presented.

Old Business

Millage

The Board reviewed the proposed ballot language for the November 8, 2022 election.

The following were areas to provide information on the need for the millage:

- PR – provide information as to why the community should vote for the millage.
- Let voters know this is an “operating” millage.
- What are the consequences if the millage does not pass.
- Provide information on social media and at local events.
- Secretary Shumaker suggested compiling idea in a shared Google document.

Currently, the District Library can function for one year with its fund balance.

Benefiel/McCauley Motion to approve Resolution 2022-0011 – Resolution submitting millage proposal.

Roll Call:

Benefiel: Aye

King: Aye

McCauley: Aye

Shumaker: Aye

Motion Carried.

Fairview Branch

Discussion was held on the next step of a building purchase.

Job Descriptions

The Board reviewed the updated job descriptions.

McCauley/King Motion to approve the job descriptions as presented.

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

The Personnel Committee will discuss wages for each position and bring a recommendation to the full Board.

Staffing Discussion

The District Library is still short-staffed.

No interviews have been held with High School students at this time.

Benefiel/King Motion to move Sue Perry and Matt Belanger from part-time to full-time employment if each is willing to do so. Also, to offer Matt Belanger health insurance upon acceptance of full-time employment.

Roll Call:

Benefiel: Aye

King: Aye

McCauley: Aye

Shumaker: Aye

Motion Carried.

Credit Card

Director Knepp informed the board that Huntington Bank will not issue the District Library a credit card as we are now considered a government

agency. Board members suggested that we look at other area banks and credit unions to see who would issue a credit card.

The Board is not in favor of a pre-paid credit card. Will banking institutions issue a purchasing card?

Treasurer Benefiel will check with the Mercantile Bank and the Northland Area Federal Credit Union to see if they offer credit cards to governmental agencies.

Move Money from Nicolet Bank to Huntington Bank

Benefiel/King Motion to issue a check from the Nicolet Bank account in the amount of \$200,000.000 payable to the Oscoda County District Library to be deposited into the Huntington Bank account.

Roll Call:

Benefiel: Aye

King: Aye

McCauley: Aye

Shumaker: Aye

Motion Carried.

New Business

None

Budget Report

Review of Budget

The budget was reviewed. Director Knepp stated that an audit will have to be performed by Jim Anderson for the 6 months the Library is now a District Library and this will have to be budgeted for in the current budget.

Review of Transmittals

Transmittals were reviewed.

Approval of Bills

McCauley/Benefiel Motion to approve the budget report as presented. To acknowledge deposits. To approve the payment of bills in the amount of \$10,862.98.

Roll Call:

Benefiel: Aye

King: Aye

McCauley: Aye

Shumaker: Aye

Motion Carried.

Correspondence

Director Knepp received a letter our Risk Control Manager, Michael Gombos. He recommends that our FOIA policy be placed on the website. There is form language available to create this policy.

Board Member Comment

None

Seeing no further business, the meeting was adjourned at 6:39 p.m.

The next regular meeting will be held September 12, 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