

Oscoda County District Library Board

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

OFFICIAL MINUTES

November 13, 2023

A REGULAR MEETING OF THE OSCODA COUNTY DISTRICT LIBRARY BOARD WAS HELD ON MONDAY, OCTOBER 9, 2023 AT 5:00 P.M. AT THE FAIRVIEW BRANCH OF THE OSCODA COUNTY DISTRICT LIBRARY.

Call to order: 5:00 p.m.

Members Present: Stenzel, Benefiel, Rooker, and McCauley. Shumaker arrived at 5:25 p.m.

Member Absent: None

Others Present: Amy Knepp

The Pledge of Allegiance was recited.

Approval of Agenda

Rooker/Benefiel Motion to approve the agenda with the addition of Item #10 - Payment of credit card bill in the amount of \$273.30.

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

Public Comment None

Consent Calendar Items for October 9, 2023

Item #1: Unofficial minutes for September 11, 2023

Item #2: Huntington Bank reconciliation July 2023

Item #3: Huntington Bank reconciliation August 2023

Item #4: Huntington Bank reconciliation September 2023

Item #5: Mercantile Bank MCA reconciliation July 2023

Item #6: Mercantile Bank MCA reconciliation August 2023

Item #7: Mercantile Bank PFMMA reconciliation July 2023

Item #8: Mercantile Bank PFMMA reconciliation August 2023

Item #9: September 2023 Profit and Loss statement

Item #10: Payment of the credit card bill in the amount of \$273.30

McCauley/Benefiel Motion to approve the consent calendar items for October 9, 2023.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Stenzel: Aye
Motion Carried.

Old Business

Staffing

Director Knepp would like to see the following:

- Expanded hours in Fairview.
- Enough staff coverage for when lunches are taken in Mio & Fairview.
- Look at hiring a maintenance man for general maintenance as well as snow blowing & sidewalk shoveling. Is this a regular position or a contracted position?
- Cody be brought on full-time as a Library Aide.
 - He currently works 25 hours per week at \$10.10 per hour.
 - He can take the Library of Michigan training but would have to work one full year in order to be eligible to obtain his Library of Michigan Level 4 certification and become a Library Clerk.

Shumaker/Benefiel Motion to hire Cody as a full-time (40 hours per week) Library Aide at \$10.82 per hour beginning immediately.

Roll Call:

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

Fairview Branch

The Layman's are willing to extend the lease on the building in Fairview. They would entertain a multi-year lease and are still interested in selling the building.

Authorize the Library Director to Sign Contracts for Grants

Benefiel/Shumaker Motion to authorize Director Knepp to sign contracts for grants and performers.

Roll Call:

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

Motion Carried.

Director Knepp reached out to Anne Seuryneck, our attorney, to draft a Collection Development policy as well as a Public Comment policy.

New Business

None

Budget Report

Review of Budget

The Profit & Loss statement was emailed to the Board.

The Nicolet Bank account is not yet closed. Director Knepp recommends waiting until after the audit.

Review of Transmittals

The transmittals will be reviewed next month.

Approval of Bills

Benefiel/McCauley

Motion to approve the payment of bills in the amount of \$5,496.70.

Roll Call:

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

Motion Carried.

Correspondence

Director Knepp received notification that the Workman’s Comp account in the name of the Oscoda County Library has been closed. It is now open in the name of the Oscoda County District Library.

Director Knepp emailed Dave Zeller, our insurance agent, about possible contacts for setting up a new retirement account for her. The Board received an email with information on the Edward Jones agent in Alpena that may be able to assist in setting up a retirement account. There are two types of plans Director Knepp would qualify for.

Board Member Comment

None

Public Comment

None

Seeing no further business, the meeting was adjourned at 5:55 p.m.

The next regular meeting will be held November 11, 2023 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