

# Oscoda County Library Board

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## UNOFFICIAL MINUTES

August 14, 2013

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON WEDNESDAY, AUGUST 14, 2013 AT 4:45 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 4:50 p.m.

Members Present: Crane, Stenzel, and Shumaker

Member Absent: Olsen and Call

Others Present: Amy Knepp

The meeting was called to order by Vice Chair Crane.

### Minutes

The minutes of the July 10 and July 24, 2013 meetings stand approved as presented.

### Budget Report

New lines in the budget will be created for ebooks, architect, and attorney as the Misc. line is always over.

Received 2<sup>nd</sup> half of State Aid – approximately \$2,153.00.

Director Knepp will be applying for two reimbursements: 1 from the cooperative and 1 from USF.

No money was received in July for penal fines.

Shumaker/Stenzel Approve payment of bills in the amount of \$15,266.16.  
3 Ayes : 0 Nays. **Motion carried.**

### Transmittals

The board reviewed transmittals. All are up-to-date.

### Old Business

#### Renovation of Space Timeline & Budget

Director Knepp will bring paint samples for the walls and shelving to the September meeting along with carpet samples/ideas.

#### Computer & Printer Purchase

Director Knepp presented information on computers for purchase. She stated that monitors and keyboards are not needed at this time. One will be located in the Director's Office, two at the Circulation Desk, and one in the Workroom.

Stenzel/Shumaker Approve purchase of 4 HP thin clients at a cost of \$269.49 each.  
3 Ayes : 0 Nays. **Motion carried.**

The purchase of a printer was tabled until the next meeting as the board wanted information on a commercial/heavy duty machine (not one for home use) that will print, scan, and fax. Director Knepp will get information from Alexander Business.

**Paper Towel Holder Purchase**

Director Knepp presented information on paper towel holders for the restrooms.

Shumaker/Stenzel Approve Director Knepp to spend up to \$100.00 on two new paper towel holders and towels to fill holders.  
3 Ayes : 0 Nays. **Motion carried.**

After discussion of small purchases being brought to the board for approval, the following motion was made:

Crane/Stenzel Motion to allow Director Knepp to purchase items valued at \$100.00 or less without board approval.  
3 Ayes : 0 Nays. **Motion carried.**

**New Business**

**Tree Maintenance on Property**

Director Knepp will check with the Forest Service as to which trees need to be removed due to oak wilt. There is a walking trail from the Library's street (8<sup>th</sup> St.) to the next one over. We may want to do tree maintenance on it as well. This may have to be put out for bid.

Director Knepp will check with Paul Olsen, the county's insurance agent, to see what our liability is for the walking trail. The board would also like to know if DTE or Consumers Power uses the property.

Board member Shumaker suggested, if the weather is good, the board walk the property line at the next meeting so it is known how much property is actually owned.

**Director's Comments**

None

**Correspondence**

None

**Board Member Comments**

None

**Northland Board Advisory Comments**

None

**Public Comment**

None

**Commissioner Liaison Comment**

None

Seeing no further business, Vice Chair Crane adjourned the meeting. The next regular meeting will be held September 18, 2013 at 6:00 p.m. Please note the new day and time.

Respectfully submitted,  
Deb Shumaker - Secretary