

## Oscoda County Library Board

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### UNOFFICIAL MINUTES

February 8, 2016

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON  
MONDAY, FEBRUARY 8, 2016 AT 5:00 P.M. AT THE OSCODA COUNTY LIBRARY.

Call to Order: 5:0 p.m. by Vice President Emig.

Members Present: Emig, Call, Ward, and Shumaker

Members Absent: Stenzel

Others Present: Elana Warsen, Amy Knepp, and Lee Christenbery

The Pledge of Allegiance was recited.

#### Appointment

##### **Elana Warsen**

Mrs. Warsen, on behalf of the Oscoda County for Kids organization, presented information to the board on creating a toddler-friendly space in the Library which could include board books and puzzles specifically for toddlers. The board will take this under advisement. She knows of people/organizations willing to donate toddler-friendly board books.

#### Minutes

The minutes from the January 11, 2016 meeting stand approved as presented.

#### Budget Report

##### **Review of Budget**

The budget was reviewed.

##### **Review of Transmittals**

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

##### **Approval of Bills**

#### Call/Ward

Motion to approve transmittals and the payment of bills (\$2,872.59) plus bills paid since the previous meeting, as presented.

Roll call vote:

Call – Aye

Emig – Aye

Shumaker – Aye

Ward – Aye

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

## Old Business

### Director's Evaluation

The board reviewed the compiled evaluation. Director Knepp had the opportunity to ask questions. The evaluation was very favorable.

Call/Emig

Motion to accept the director's evaluation as presented.

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

### Aide/Cataloging Clerk Position

Director Knepp and Treasurer Call briefed the board on the candidates interviewed for the Aide position. Director Knepp recommended the hiring of Valerie Wyse for the position.

Ward/Call

Motion to approve the hiring of Valerie Wyse for the position of Aide.

Roll call vote:

Call – Aye

Emig – Aye

Shumaker – Aye

Ward – Aye

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

Mrs. Wyse will start in 2-3 weeks.

### Millage/Ballot Proposal – Special Meetings

The board reviewed the language for the ballot proposal from the board's attorney. Vice President Emig suggested the Library's proposal be put on the ballot which will have the least amount of proposals. The board also discussed the length of the millage six years (as presented) vs. four years.

Ward/Call

Motion to approve the wording of the ballot proposal with the change from six years to four years.

Roll call vote:

Call – Aye

Emig – Aye

Shumaker – Aye

Ward – Aye

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

Director Knepp will provide this information to the Board of Commissioners.

Director Knepp had emailed the board that there is now an injunction with regards to the SB 571 signed by Governor Snyder which prevents officials from sharing information about tax millages or other local ballot proposals within 60 days of an election.

### **MERS Transfer Agreement**

Director Knepp has a conference call scheduled this Thursday (Feb. 11) at 11 a.m. with Tony from MERS to clarify the Transfer Agreement. Board members are welcome to attend.

### **2016 Board Meetings in Fairview**

The following dates were suggested to hold board meetings at the Fairview Branch:

- April 11, 2016
- July 11, 2016
- October 10, 2016 – There would be time allocated to give patrons the opportunity to comment on the Fairview branch as it will coming up on the first anniversary of the opening of the branch.

Shumaker/Emig

Motion to change of location of regular monthly board meetings in April, July, and October 2016 from Mio to Fairview.

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

### **2015 Audit**

Director Knepp recommended that Jim Anderson be contacted to do the Library's 2015 audit (June-December) since he will be doing the Library's first five months for the county. There may be some difficulties for someone new to step in and do the last seven months of the year. Director Knepp will email Jim Anderson tomorrow (Feb. 9, 2106) to confirm he availability to conduct the Library's audit.

### **Report on PRIME TIME Training**

Director Knepp thanked the board for letting her and Beth Petrik attend the training session in New Orleans. They had a great time and learned a great deal to help make the program a great success.

As a review,

- The program will run for 6 weeks starting March 8, 2016 at 5:30 p.m.
- The program is for 6-11 year olds.
- Participating families will receive a home library.
- Beth will serve as the coordinator for the program.
- Director Knepp will serve as the scholar for the program.
- Jodee Money will serve as the storyteller for the program.
- Gift baskets including books, movies, and popcorn will be offered during the training for the families.
- Other incentives might include an overnight stay at the Great Wolf Lodge. Beth is working on incentives/gifts as well as food for the families during the weekly meetings.
- Each group participating in the training received a storyteller's manual which includes a guide with questions for each book.
- PR materials are available on the Louisiana Endowment for the Arts website.
- Books included are: *True story of the three little pigs*, *Empty pot*, *Abiyoyo*, and *Dr. DeSoto* to name a few.

## **New Business**

### **Signage**

Vice President Emig stated there is a need for better signage identifying the location of the Library. She suggested contacting M-DOT to see what can be done. Director Knepp said the universal Library sign on M-72 is the only sign that can be posted on the state highway. The board discussed revamping the sign on the property on M-72, posting a sign on Library property (just off M-72), and posting a sign on the sides of the building. Director Knepp will contact local sign maker Jim Parker and invite him to the March meeting and ask for his suggestions as to what type of signage he recommends to make the Library more visible.

### **Moving Budget to End of Agenda**

Vice President Emig suggested that the budget reports be moved on the agenda from near the beginning to after New Business. The rest of the board agreed to this change.

### **Policy for Donations**

The board discussed the need for a policy for donations as the Library has received some books that it did not want and/or need. Director Knepp will ask other libraries about their donation policies on the library list-serv.

### **Volunteer Policy**

The board discussed volunteers at the Library and the need for a policy. Secretary Shumaker expressed her concerns about volunteers and the time it takes to train a volunteer with no assurance that they will volunteer on a regular basis. Also, what jobs would a volunteer be allowed to do?

### **Director's Comments**

None

### **Correspondence**

None

### **Board Member Comments**

Vice President Emig complemented Director Knepp on the presentation of the Library's Self-Help she made at a Department of Human Services meeting. It was well-received.

### **Northland Board Advisory Comments**

Director Knepp presented copies of the special NLC meeting minutes. There are three libraries interested in joining NLC. If all goes well, they should be members by October 2016.

### **Commissioner Liaison Comment**

None

### **Public Comment**

None

Seeing no further business, the meeting was adjourned at 6:40 p.m.

The next regular meeting will be held Monday, March 14, 2016 at 5:00 p.m. in Mio.

Respectfully submitted,  
Deb Shumaker – Secretary

2016 meeting dates:

• <del>January 11, 2016 – Mio</del>	• July 11, 2016 - Fairview
• <del>February 8, 2016 – Mio</del>	• August 8, 2016 - Mio
• March 14, 2016 - Mio	• September 12, 2016 -Mio
• April 11, 2016 - Fairview	• October 10, 2016 - Fairview
• May 9, 2016 - Mio	• November 14, 2016 -Mio
• June 13, 2016 - Mio	• December 12, 2016 - Mio

**Items for next month's agenda:**

- Toddler Friendly Space
- MERS Transfer Agreement
- Millage/Ballot Proposal – Special Meetings
- 2015 Audit
- Signage
- Policy for Donations
- Volunteer Policy
- Book Return at Fairview