

Oscoda County Library Board

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UNOFFICIAL MINUTES

July 10, 2017

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, JULY 10, 2017 AT 5:00 P.M.
AT THE FAIRVIEW BRANCH OF THE OSCODA COUNTY LIBRARY.

Call to Order: 5:04 p.m. by President Stenzel.

Members Present: Stenzel, Emig, Call, and Shumaker

Members Absent: Ward

Others Present: Amy Knepp

The Pledge of Allegiance was recited.

Old Business

Minutes

The minutes from the June 12, 2017 meeting stand approved as presented.

Director's Retirement

Trustee Emig related her conversations with Chris Piecuch of MERS. Highlights of her conversation and letters that followed:

- The board wants a new contact person. The June 28, 2017 letter provided new contact information.
- The board sets the employee contribution.
- The board can choose to leave MERS.
- The board reviewed the two options of the June 19, 2017 letter: 1) no employee contribution from 5/1/2015 until 5/1/2017. Effective 6/1/2017, adopt and 1.5% employee contribution with further details contained in the letter. 2) The board pays the amount up front with Director Knepp repaying the amount monthly. She would prefer to pay and get a receipt rather than have a payroll deduction. This will provide a better paper trail for all concerned.

Director Knepp presented a breakdown of her expected contributions to MERS starting with her June 2015 pay.

Emig/Call

Motion that the board will pay \$1,249.91 to MERS with Director Knepp repaying in monthly installments of \$25.00 until paid in full.

Roll call vote:

Call – Aye
Emig - Aye
Shumaker – Aye
Stenzel – Aye

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

Trustee Emig will draw up a contract and present for signatures at the August board meeting.

Director Knepp will check with MERS to see if they will accept payment in one lump sum or if checks will have to be cut for each individual month from 5/2015-5/2017.

Roof – Main Library

Joe Stone will provide specs for the August 2017 meeting.

Contract Cataloger

Tabled until the August 2017 meeting.

Paid Holidays

Director Knepp will gather policies from other libraries. At the request of President Stenzel, the Policy Committee (Call, Shumaker, and Knepp) will review and bring a recommendation to the board.

New Business

2016 Audit Report

Director Knepp reported the 2016 audit went well and a satisfactory report was received after the 2015 audit.

There were four small issues with two already resolved:

1. Trustee pay – resolved
2. MERS – resolved
3. Budget – Auditor would like over-budget lines balanced prior to December 31st.
4. Check the rent payment for February 2016 – possible double payment. Director Knepp will check into this.

Adjustments will need to be made in QuickBooks:

1. 2016 County Cash – Amount left with county to cover any outstanding bills.
2. Petty cash
3. Prepaids – rent
4. Housekeeping

Budget Report

Review of Budget

The budget was reviewed.

Review of Transmittals

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

Approval of Bills

Emig/Call

Motion to approve transmittals and the payment of bills in the amount of \$10,196.73. This include \$8,946.82 in bills and the \$1,249.91 payment to MERS.

Roll call vote:

Call – Aye

Emig - Aye

Shumaker – Aye

Stenzel – Aye

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

Director's Comments

Even though the 4th of July was extremely warm, the staff had a great day wearing their costumes and having photos taken with the children.

Correspondence

None

Board Member Comments

President Stenzel will be in Florida during the August board meeting.

Northland Board Advisory Comments

There is no revised plan of service yet – hopefully, it will be ready for the August Northland meeting.

Commissioner Liaison Comment

None

Public Comment

None

Meeting adjourned 6:11 p.m.

The next regular meeting will be held Monday, August 14, 2017 at 5:00 p.m. at the Main Library.

Respectfully submitted,

Deb Shumaker – Secretary

2017 meeting dates:

• January 9, 2017 - Mio	• July 10, 2017 - Fairview
• February 13, 2017 - Mio	• August 14, 2017 - Mio
• March 13, 2017 - Mio	• September 11, 2017 - Mio
• April 10, 2017 - Fairview	• October 9, 2017 - Fairview
• May 8, 2017 - Mio	• November 13, 2017 - Mio
• June 12, 2017 - Mio	• December 11, 2017 - Mio

Items for next month's agenda:

- Investments
- Service Master
- Book Return - Fairview
- Lighting Replacement – Mio
- Roof and Parking Lot – Mio
- Contract Cataloger
- Handling future paid holidays when the employee is not scheduled to work on the holiday