

## Oscoda County Library Board

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### UNOFFICIAL MINUTES

October 9, 2017

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON  
MONDAY, OCTOBER 9, 2017 AT 5:00 P.M.  
AT THE FAIRVIEW BRANCH OF THE OSCODA COUNTY LIBRARY

Call to Order: 5:00 p.m. by President Stenzel.

Members Present: Stenzel, Emig, Call, and Shumaker

Members Absent: None

Others Present: Amy Knepp

Prior to the start of the meeting, board members met Ted Handrich and toured the former Fairview Lumber Yard/Dollar Store and property which Mr. Handrich and his brother have for sale.

### Old Business

#### Minutes

The minutes from the September 11, 2017 meeting stand approved as presented.

#### Roof – Main Library

Joe Stone is unable to assist the Library with preparing the specs for the roof bid.

Treasurer Call suggest the board contact a local business who sells roofing and purchase the supplies then put the bid out for labor. Secretary Shumaker raised the question what if the company who wins the bid comes back with a list of additional supplies. What does the board do? Trustee Emig will make one last attempt at trying to find someone. The board needs to move on this.

#### Board Vacancy

No applications have been received as of today. The ad has run two weeks and Director Knepp will extend it for another three weeks.

#### Board Retreat to Discuss Building/Branch Location/Long-Term Planning

The board decided to meet on Saturday, November 4, 2017 at 1 p.m. for its retreat.

Director Knepp will post on Michlibl to gather names of municipal and real estate attorneys.

#### Insurance Committee

President Stenzel re-appointed Treasurer Call and volunteered herself to serve on the Insurance Committee. Trustee Emig will serve as alternate. Treasurer Call will contact the Alpena Agency to get pricing for next year's insurance needs.

## **New Business**

### **Tammy Emig's Reappointment to the Library Board**

A letter was received from Trustee Emig asking to be reappointed to the Library board.

Call/Shumaker

Motion to reappoint Tammy Emig for another term to the Oscoda County Library Board.

3 Ayes : 0 Nays : 1 Abstention. **Motion carried**

Director Knepp will send a letter to the Oscoda County Commissioners with this information.

### **NLC Reciprocal Borrowing Agreement**

The Co-Operative would like to have documentation on file that members will honor reciprocal borrowing from other libraries in the Co-Operative. Each library will set the parameters of what services will be available to those from out-of-town.

Shumaker/Emig

Motion to extend and honor reciprocal borrowing privileges to patrons from other NLC Co-Operative libraries.

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

In other NLC News:

- The Co-Op will now pay for 5-day-a-week delivery for the Library.
- Continuing Education stipends have increased from \$250.00 to \$500.00.
- Library Enrichment Funds for Class III Library is set at \$3,675.00. The Library will be responsible for paying up from with reimbursement from the Co-Op after appropriate paperwork is submitted. Director Knepp will be using this funding for a one-year subscription to Biblioboard.
- TADL (Traverse Area District Library) will provide on-call IT service.
- Sutton's Bay is the newest library to join NLC.
- Director Knepp provided a handout of all services NLC will be providing to member libraries from 10/1/17-9/30/18.

### **OCL Meeting Room Policy and Application – Review**

As a result of issues resulting in using the Library as a place for supervised visitation as ordered by the court system, Director Knepp suggested language to address this be included in the policy. She would like to see something that can be given to the court so they are aware of the rules that need to be followed. It was also suggested a letter be drafted to DHS (Department of Human Services) with the rules. Director Knepp will also check with Judge Root and Jean.

This item will be brought back to the November 2017 meeting.

### **2018 Budget**

Director Knepp provided a copy of the budget, explained several line item changes, and offered her suggestions. The board must approve the budget by December 31, 2017.

### **Blue Care Reimbursement**

The board has received a check for the 2016 rebate/reimbursement in the amount of \$350.70. The question is how to distribute the rebate. Director Knepp received a copy of a handout which offers options which are reduce premiums or issue a check to the employee. The board will consider the options and make a decision at a later date.

### **Handyman Services**

President Stenzel suggested the board look into hiring someone to do things such as change light bulbs and maintain emergency exits. These things used to be taken care of by the county. Director Knepp should not be doing these things.

The board decided to have Director Knepp ask Dan, our yard and parking lot man, if he would be interested in doing general handyman tasks on an “as needed” basis.

## **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 \$3,204.55.

Roll call vote:

Call – Aye

Emig – Aye

Shumaker – Aye

Stenzel - Aye

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

## **Director’s Comments**

The Coffee Bar in the Main Library has taken in \$17.80 since it started on September 21, 2017. The first cup is free and a donation is suggested for additional cups.

## **Correspondence**

None

**Board Member Comments**

Two board members will be out of town for the next regularly scheduled board meeting on November 13, 2017.

Emig/Call                      Motion to move the November 13, 2017 regularly scheduled meeting to November 20, 2017 at 5 p.m.

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

**Northland Board Advisory Comments**

None

**Commissioner Liaison Comment**

None

**Public Comment**

None

Meeting adjourned at 6:15 p.m.

The next regular meeting will be held Monday, November 20, 2017 at 5:00 p.m. at the Main Library

Respectfully submitted,  
Deb Shumaker – Secretary

2017 meeting dates:

• <del>January 9, 2017 – Mio</del>	• <del>July 10, 2017 – Fairview</del>
• <del>February 13, 2017 – Mio</del>	• <del>August 14, 2017 – Mio</del>
• <del>March 13, 2017 – Mio</del>	• <del>September 11, 2017 – Mio</del>
• <del>April 10, 2017 – Fairview</del>	• <del>October 9, 2017 – Fairview</del>
• <del>May 8, 2017 – Mio</del>	• November 13 20, 2017 - Mio
• <del>June 12, 2017 – Mio</del>	• December 11, 2017 - Mio

**Items for next month’s agenda:**

- Investments
- Service Master
- Book Return - Fairview
- Lighting Replacement – Mio
- Roof and Parking Lot – Mio
- Insurance Report
- Meeting Room Policy & Application
- Budget
- Director’s Evaluation
- Blue Care Reimbursement
- Handyman Services
- Board Vacancy
- Municipal & Real Estate Attorneys