

Oscoda County Library Board

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UNOFFICIAL MINUTES

November 20, 2017

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, NOVEMBER 20, 2017 AT 6:00 P.M.
AT THE FAIRVIEW BRANCH OF THE OSCODA COUNTY LIBRARY

Call to Order: 6:04 p.m. by President Stenzel.

Members Present: Stenzel, Emig, Call, and Shumaker

Members Absent: None

Others Present: Bill Susewitz, Wayne Nutt, and Amy Knepp

Appointment

Bill Susewitz – American Metal Roof

Mr. Susewitz presented information on an aluminum roof (replacement of current shingled roof at Main Library.

- The company has been in business for 15 years. The board has a list of roofs installed by the company.
- The paint (High R-Kynar) does not fade, peel, or chalk.
- Savings of approximately 35% on air conditioning.
- Savings of approximately 6% on heating.
- Interlocking system.
- Employees are trained and certified.
- Clean-up would be done daily.
- Existing shingles would be left on with a special underlayment attached prior to roof installation.
- Would take about 2 weeks to install.
- Preferred colors – Shake Gray or Mustang Brown.

Old Business

Minutes

The minutes from the following meetings stand approved as presented:

- October 9, 2017
- October 26, 2017 (Special meeting)
- November 4, 2017 (Board retreat)

Board Vacancy

No applications have been received. Director Knepp will check with Roger Mendel to see how long the board can go with only four trustees.

Director Knepp will continue advertising the vacancy on Facebook but will not continue with newspaper ads.

Director's Evaluation

Secretary Shumaker will email the evaluation to the board and Director Knepp.

Emig/Call

Director's Health Insurance

Motion to select Option 1 – HMO Gold 500/20% Health Insurance from Alpena Agency for Director Knepp's 2018 health insurance.

Roll call vote:

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

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

Blue Care Reimbursement

Trustee Emig has a call into BC/BS for clarification. The reimbursement is done on a percentage basis split between the director and the board. This money would be used by both parties to pay future premiums.

A letter was read from BC/BS stating it had sent out incorrect information previously.

PTO Seniority

Director Knepp presented an organizational chart of employees. She also included additional information with certifications earned. This will be updated & emailed to the board when new certification is obtained by employees.

Director Knepp recommended that the Personnel Committee (Call, Shumaker, and Knepp) convene to discuss PTO time and then report back the entire board.

Job Descriptions – Review

Director Knepp recommends the board begin review of all job descriptions starting with hers in January and continuing with 2/month thereafter until finished. Some job descriptions need to be revised to reflect current duties.

2018 Budget

The board reviewed the 2018 budget. Salary will be reflected in duties and job description.

Should there be a salary cap? If an employee reaches the cap, that would be as high on the salary scale an employee could go until the employee received additional certification, etc.

Emig/Call

Motion to increase Beth Barron's salary (programming clerk) from \$11.50 to \$12.00 per hour starting January 1, 2018.

Roll call vote:

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

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

Emig/Call Motion for Lewis Gemmell's salary (library aide) to remain at \$9.25 per hour starting January 1, 2018.

Roll call vote:

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

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

Call/Emig Motion to increase Valerie Wyse's salary (branch clerk) from \$9.40 to \$9.65 per hour starting January 1, 2018.

Roll call vote:

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

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

Emig/Call Motion to increase Cathy Singler's salary (library clerk) from \$8.90 to \$9.25 per hour starting January 1, 2018 due to the increase in minimum wage.

Roll call vote:

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

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

Emig/Call Motion to increase Jan Matlock's salary (library aide) from \$8.90 to \$9.25 per hour starting January 1, 2018 due to the increase in minimum wage.

Roll call vote:

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

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

Emig/Call Motion to increase Sue Perry's salary (library clerk) from \$8.90 to \$9.25 per hour starting January 1, 2018 due to the increase in minimum wage.

Roll call vote:
Call – Aye
Emig – Aye
Shumaker – Aye
Stenzel - Aye

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

Call/Emig

Motion to increase Amy Knepp’s salary (director) from \$40,000 to \$41,200 annually starting January 1, 2018.

Roll call vote:
Call – Aye
Emig – Aye
Shumaker – Aye
Stenzel - Aye

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

Director Knepp will update budget to reflect salaries for 2018.

Winter/Spring Retreat Date

The board will decide the date at the December 2017 meeting.

New Business

Lease for Fairview

The board received a copy of the lease via email. Attorney McGregor asked for the yearly increase to be spelled out year by year (\$450-year 1; \$500-year 2; \$550-year 3). An exit clause was added.

Emig/Call

Motion to accept the lease as presented.

Roll call vote:
Call – Aye
Emig – Aye
Shumaker – Aye
Stenzel - Aye

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

Staff/Board Christmas Potluck

The board decided to move its December 2017 meeting to Friday, December 15, 2017 at 4:30 p.m. with the Staff/Board Christmas Potluck to follow. Trustee Emig will furnish a ham. Director Knepp will have a sign-up sheet for other food.

Opening of Sealed Bids for Repair Work at the Main Library

Director Knepp opened the lone bid received from Ryan Rondo & Sons for repair work. The bid was \$1,550.00. The board asked if there was a typo as the total amount from the claim is \$15,135.44. Treasurer Call will call Mr. Rondo to verify his bid.

Director Knepp opened the lone bid received from Ryan Rondo & Sons for replacement of roof at the Main Library.

- Shingle - \$21, 825.00
- Steel - \$26,049.56

Work could start within two weeks.

The board table a vote on the roof replacement until the December 2017 meeting.

Emig/Call

Motion to accept Ryan Rondo & Sons bid of \$1,550.00 for repairs as per claim based on verification of bid and not to exceed \$16,000.00.

Roll call vote:

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

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

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 \$5,933.93.

Roll call vote:

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

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

Director's Comments

None

Correspondence

The letter from BC/BS was read earlier.

Board Member Comments

None

Northland Board Advisory Comments

None

Commissioner Liaison Comment

The EMS millage did not pass.

Public Comment

None

Meeting adjourned at 8:25 p.m.

The next regular meeting will be held Friday, December 15, 2017 at 4:30 p.m. at the Main Library with the Staff/Board Potluck to follow.

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 20, 2017 – Mio
• June 12, 2017 – Mio	• December 15, 2017 – Mio@4:30.

Items for next month’s agenda:

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