

Oscoda County Library Board

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UNOFFICIAL MINUTES

December 14, 2020

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, DECEMBER 14, 2020 AT 5:00 P.M.
VIRTUALLY VIA WEBEX

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

Members Present Virtually:

- Benefiel-Rose City, MI
- Emig-Comins, MI
- King-Fairview, MI
- Stenzel-Mio, MI
- Shumaker-Fairview, MI

Absent: None

Others Present: Amy Knepp-Mio, MI

Minutes

The minutes from the November 9, 2020 meeting and November 30, 2020 special meeting stand approved as presented.

Old Business

COVID-19 Update (EOs, Opening by Appointment Only, etc.)

Director Knepp presented the following information:

- MDHHS restrictions are extended until December 20, 2020.
- Starting today, both Mio and Fairview will operate by appointment only through the first of the year.

District Library Formation

Director Knepp had a meeting with Anne Seurnyck (attorney at Foster Swift specializing in Library Law & District Library Formation). She has reviewed the millage wording and separation papers. She stated that District Library formation needs to happen.

Who will be our partners? If both schools agree, we would need a 3rd partner in case the schools merge. Director Knepp sent a copy of the District Library Laws to Kyle Yoder, chair of the commissioners. Ms. Seurnyck suggested that if we do not partner with the schools, then possibly look at partnering with a township – Mitchell (Curran) or Comins (Fairview). Once partners are selected, a committee is formed and an agreement is drawn up. This agreement must be reviewed and approved by the Library of Michigan. Once this happens, a 2nd library board will be formed representing the District Library. The partners will decide who will be on this board and whether they will be appointed or run for the position. The existing library board and the District Library board will work together. A millage

will be put forth to the voters. If the millage doesn't pass, then the District Library is dropped.

Foster Swift do not do retainers. The Board signs a document that signifies they work for us. Their fee is approximately \$225.00/hour depending on area of concentration.

Oscoda County Treasurer Bill Kendall has questions for Anne Seurnyck. Director Knepp would like Mr. Kendall involved in the conversations.

Concerns/Questions:

- Vice President Emig expressed concern about the timing of the District Library millage.
- It would be advantageous to partner with the county so that all townships would continue to have access to library services.
- Director Knepp doesn't know if we can serve Mitchell Township (Curran) as they are in Alcona County.
- How many registered patrons are there for each township?
- What happens if a partner wants to withdraw? They can and the Board would look for another partner.
- Partners have no financial obligations.
- How does a District Library handle summer visitors? Residents vs. non-residents?

Emig/King

Motion to hire Anne Seurnyck of Foster Swift as the Library's attorney.

Roll call vote:

Benefiel - Aye
Emig – Aye
King – Aye
Shumaker – Aye
Stenzel – Aye

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

Work From Home Policy Discussion

Foster Swift provided Director Knepp with a work from home policy that meets MI-OSHA and DHHS criteria. The policy has some leeway. It addresses concerns such as accountability. Any work that could be done from home, should be done from home.

Emig/King

Motion to accept the emergency Work-From-Home Policy as presented.

Roll call vote:

Benefiel - Aye
Emig – Aye
King – Aye
Shumaker – Aye
Stenzel – Aye

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

The Board discussed how a situation would be handled if a person is not able to work from home.

The Board also discussed that prior approval would be needed before an employee would be allowed to work from home.

Employee Unused PTO and Vacation

Director Knepp provided a list of unused hours in her Director's Report. In 2017, PTO was implemented for part-time employees.

QuickBooks allows for only 200 hours of vacation.

Over the next month, the Board needs to decide what to do with unused PTO/Vacation time. Items to consider:

- If there are not enough employees to cover, then an employee will not be allowed to take a large period of time off.
- Possibly trade days for monetary compensation
- Trade vacation for PTO time
- Donate hours to a bank for other employees to draw from if they run out.

MERS

Director Knepp sent documentation to MERS as per the November 9, 2020 meeting. She read a resolution to allow President Stenzel to sign MERS documents as specified in the resolution.

Emig/Shumaker

Motion to accept the MERS resolution as presented.

Roll call vote:

Benefiel - Aye
Emig – Aye
King – Aye
Shumaker – Aye
Stenzel – Aye

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

New Business

Resignation of Valerie Wyse

Director Knepp has received verbal notification from Valerie that she will be resigning. Director Knepp would like this in writing.

The Personnel Committee (Knepp, Emig, & Shumaker) will need to meet to discuss filling this position. Director Knepp suggested that the vacancy possibly be filled with an assistant director.

Budget Report

Review of Budget

The budget was not reviewed.

Review of Transmittals

Transmittals will be reviewed at the January 2021 meeting.

Approval of Bills

Director Knepp will send out a link to a Google doc to review and approve the bills.

Director Knepp reported that there will probably not be an increase in the minimum wage from the State.

Director's Comments

Director Knepp said the staff is working with the Board's ideas for programming from the last meeting.

Director Knepp is getting ready to offer a virtual painting class.

Santa & Mrs. Claus will be making several special appearances prior to Christmas.

Correspondence

None

Board Member Comments

President Stenzel welcomed Trustee Benefiel to the Board.

Secretary Shumaker reported on the virtual Trustee Training session she attended through the Library of Michigan.

Vice President Emig wished everyone a Merry Christmas.

Northland Board Advisory Comments

None

Commissioner Liaison Comment

None

Public Comment

None

Meeting adjourned at 6:37 p.m.

The next regular meeting will be held January 11, 2021 at 5:00 p.m. virtually.

Respectfully submitted,
Deb Shumaker – Secretary

2020 Meeting Dates – All meetings are held on a Monday.

• January 13, 2020 – Mio	• July 20, 2020 – WebEx
• February 10, 2020 – Mio	• August 10, 2020 – WebEx
• February 16, 2020 – Fairview (Special Meeting)	• September 14, 2020 – WebEx
• March 9, 2020 – Mio	• October 12, 2020 – Fairview
• March 16, 2020 – Mio (Special Meeting)	• October 26, 2020 – Fairview (Work Session)
• March 26, 2020 – WebEx (Special Meeting)	• November 9, 2020 – Mio
• May 21, 2020 – WebEx	• November 20, 2020 – WebEx
• June 8, 2020 – Mio & WebEx	• December 14, 2020 – WebEx

Items for next month’s agenda:

- Fire Safety
- Policies
- By-Laws – phone/virtual attendance
- Meeting Room Policy & Application
- Investments
- Parking Lot – Mio
- Handyman Services
- Municipal & Real Estate Attorneys