

Oscoda County Library Board

430 W. Eighth Street
Mio, Michigan 48647
Phone: 989-826-3613
Fax: 989-826-5461

UNOFFICIAL MINUTES

January 10, 2022

A REGULAR MEETING OF THE OSCODA COUNTY LIBRARY BOARD WAS HELD ON
MONDAY, JANUARY 10, 2022 AT 5:00 P.M.
AT THE MAIN BRANCH OF THE OSCODA COUNTY LIBRARY

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

Members Present: Stenzel, King, and Shumaker

Member Absent: Benefiel and Emig

Others Present: Amy Knepp

The Pledge of Allegiance was recited.

Minutes

The minutes from the December 13, 2021 regular meeting stand approved as presented.

Old Business

COVID-19 Update

Director Knepp updated the Board on the new CDC quarantine dates. She recommends the staff continue as status quo. If symptomatic, get a PCR test. Length of quarantine will depend on the current CDC dates.

District Library Formation

The official name of the new district library is the Oscoda County District Library. All paperwork has been sent to the Library's attorney.

Director Knepp will have millage language ready for Board review at the February meeting. Depending on district library approval (State Librarian), the current Board will present millage language to the commissioners for approval so ballot printing deadlines are met. If approval is gained in time, then the district library will create new ballot language.

Staffing

Currently, Wendy and Matt are picking up extra hours to fill in staffing gaps.

New Business

Bank of Record

Shumaker/King

Motion to continue using Nicolet Bank as the Oscoda County Library's bank of record, for bill paying. Huntington Bank will be the bank of record for deposits from the Main Library. Northland Area Federal Credit Union will house the deposits from the Fairview Branch.

Roll call vote:

King – Aye
Shumaker – Aye
Stenzel – Aye

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

Payment of Utilities, Insurances, Snow Plowing/Mowing, Legal and BCN Bills as They Arrive

King/Stenzel

Motion to pay utilities, insurance, snow plowing/mowing, legal, and BCN bills when received.

Roll call vote:

King – Aye
Shumaker – Aye
Stenzel – Aye

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

Bill Paying Committee (Annual Meeting, By-Laws Article IV, Sec. 3)

Acknowledge President Stenzel’s appointment of Treasurer Benefiel, Vice President Emig, and herself as alternate to the Bill Paying Committee. This committee has the authority to approve bills for payment in place of any regularly scheduled meeting.

Personnel Committee – Appointment of Members

President Stenzel appoints Vice President Emig, Secretary Shumaker, and Director Knepp to the Personnel Committee.

2022 Meeting Date Schedule

King/Stenzel

Motion to accept the 2022 Meeting Date Schedule as presented.

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

2022 Holiday Closing Schedule

The board reviewed the holiday closing schedule for 2022. The schedule follows the Michigan Supreme Court closing schedule.

Discussion was held with regards to closing between Christmas and New Year’s.

King/Shumaker

Motion to accept the Holiday Closing Schedule as presented.

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

Policy 3.030 – Library of Things

The Board reviewed the Library of Things policy. It was suggested that information on the Michigan Penal Code (page 1 of the policy) be added to page 2 also.

King/Stenzel

Motion to move Policy 3.030 – Library of Things with Michigan Penal Code information added to page 2 to a second reading at the February 2022 meeting.

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

Policy 4.075 – Remote Work

The Board began discussion on the policy. Secretary Shumaker had questions about various parts of the policy. She will email her comments/questions to Director Knepp for review. It was suggested that a committee might need to be formed for review also. This policy will be brought back to the Board at the February meeting.

The Pandemic Policy should also be reviewed at the February meeting. It was suggested that the policy be renamed the Pandemic/Emergency Policy.

Meeting Room

The current Meeting Room Policy was reviewed. There have been some issues with regards to disruptions of the Meeting Room to Library patrons.

The following changes were recommended under General Regulations and Guidelines:

- Item #11 – Remove Saturday from days available.
- Item # 5 – Limit room usage to no more than 1 (one) time per week.

Stenzel/King

Motion to accept changes to items 5 & 11 of the Meeting Room Policy until further notice.

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

The policy will be fully reviewed and additional changes will be forthcoming.

Budget Report

Review of Budget

The Board received a copy of the 2021 year-end Profit & Loss Budget Performance.

Review of Transmittals

Transmittals will be reviewed at the February 2022 meeting.

Approval of Bills

Shumaker/King

Motion to approve the payment of bills in the amount of \$6,827.93.

Roll call vote:

King – Aye

Shumaker – Aye

Stenzel – Aye

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

Director’s Comments

None

Correspondence

A note card was received from a satisfied patron of the Fairview Branch.

Board Member Comments

Secretary Shumaker asked about snow removal. Director Knepp let the Board know how appreciative she is of the snow blower. The rest of the Library staff also need to participate in snow removal.

Northland Board Advisory Comments

None

Commissioner Liaison Comment

None

Public Comment

None

Meeting adjourned at 6:30 p.m.

The next regular meeting will be held February 14, 2022 at 5:00 p.m. at the Main Branch of the Oscoda County Library.

Respectfully submitted,
Deb Shumaker – Secretary

2021 Meeting Dates – All meetings are held on a Monday.

• January 10, 2022 – Mio	• August 8, 2022 - Mio
• February 14, 2022 - Mio	• September 12, 2022 - Mio
• March 14, 2022 – Mio	• October 10, 2022 - Fairview
• April 11, 2022 - Fairview	• November 14, 2022 – Mio
• May 9, 2022 - Mio	• December 9, 2022 (Friday) – Mio – Annual Potluck with Staff
• June 13, 2022 - Mio	• December 12, 2022 – Mio
• July 11, 2022 - Fairview	