

Oscoda County District Library Board

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OFFICIAL MINUTES

August 14, 2023

A REGULAR MEETING OF THE OSCODA COUNTY DISTRICT LIBRARY BOARD WAS HELD ON MONDAY, JUNE 12, 2023 AT 5:00 P.M. AT THE FAIRVIEW BRANCH OF THE OSCODA COUNTY DISTRICT LIBRARY.

Call to order: 5:00 p.m.

Members Present: Stenzel, McCauley, Rooker, Benefiel, and Shumaker.

Member Absent: None

Others Present: Amy Knepp

The Pledge of Allegiance was recited.

Approval of Consent Agenda

McCauley/Rooker Motion to approve the agenda with additions: Landscaping under Old Business and Paying of Utility Bills & Paying of Mercantile Bank Credit Card under New Business.

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

Public Comment None

Consent Calendar Items for July 10, 2023

Item #1: Unofficial minutes for the 2023-2024 Budget Hearing

Item #2: Unofficial minutes for June 12, 2023

McCauley/Rooker Motion to approve the consent calendar items for July 10, 2023.

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

Old Business

Staffing – Motions to Acknowledge Hiring

McCauley/Benefiel Motion to acknowledge the hiring of Daniel Morton as a regular full-time hourly employee with benefits. Starting wage is \$10.50/hour. Starting date - May 30, 2023.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

Rooker/McCauley Motion to acknowledge the hiring of Matthew Belanger as a regular full-time salaried employee with benefits. Starting salary is \$32,500/year. Starting date - May 27, 2023.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

McCauley/Stenzel Motion to acknowledge the hiring of Conner Benefiel as an irregular part-time hourly employee. Starting wage is \$10.10/hour. Starting date - June 20, 2023. He is authorized to work up to 29 hours a week.

Roll Call:

Benefiel: Abstain
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

Benefiel/Stenzel Motion to acknowledge the hiring of Codee Johnson as an irregular part-time hourly employee. Starting wage is \$10.10/hour. Starting date - June 20, 2023. He is authorized to work up to 29 hours a week.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

2022-2023 Budget Motions

McCauley/Benefiel Motion to move \$1,034.00 from the fund balance and increase line 710 Building Insurance to \$5,534.00 and so amend the budget.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

Stenzel/Benefiel Motion to move \$250.00 from the fund balance and increase line 725 Rent to \$7,450.00 and so amend the budget.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

McCauley/Benefiel Motion to move \$945.40 from the fund balance and increase line 745 Books to \$15,945.40 and so amend the budget.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

Rooker/Benefiel Motion to move \$389.87 from the fund balance and increase line 749 MeLCat Expense to \$589.87 and so amend the budget.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

McCauley/Rooker Motion to move \$352.72 from the fund balance and increase line 807 Northland State Aid to \$4,102.72 and so amend the budget.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

Rooker/Benefiel Motion to move \$2,587.92 from the fund balance and increase line 808 Grant Expenses to \$12,587.92 and so amend the budget.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

McCauley/Benefiel Motion to move \$257.00 from the fund balance and increase line 809 Library Dues to \$257.00 and so amend the budget.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

Rooker/McCauley Motion to move \$2,547.50 from the fund balance and increase line 821 Attorney Fees to \$2,547.50 and so amend the budget.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

Rooker/Stenzel Motion to move \$6,050.00 from the fund balance and increase line 850 Library Automation to \$10,250.00 and so amend the budget.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

McCauley/Rooker Motion to move \$109.25 from the fund balance and increase line 860 Rides to \$411.25 and so amend the budget.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

McCauley/Rooker Motion to move \$217.89 from the fund balance and increase line 930 Maintenance/Cleaning to \$13,217.89 and so amend the budget.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

Benefiel/Rooker Motion to move \$6,146.09 from the fund balance and increase line 933 Building Equipment Maintenance and Repair to \$6,146.09 and so amend the budget.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

Rooker/Stenzel Motion to move \$12,900.10 from the fund balance and increase line 935 Grounds to \$12,900.10 and so amend the budget.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

Rooker/McCauley Motion to move \$38.04 from the fund balance and increase line 964 Tax Refunds to \$38.04 and so amend the budget.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

Landscaping

There is still money left from the original allocation. Raised beds will be added with book covers along the sides of the beds.

Director Knepp will email the Board the next phase. She will also check on mosquito repellent for the pond.

New Business

Appointment to the Personnel and Bill Paying Committees

Personnel Committee - President Stenzel appoints Secretary Shumaker and Treasurer Benefiel to the Personnel Committee.

Bill Paying Committee – (Annual Meeting, By-Laws Article IV, Sec. 3)
President Stenzel appoints Treasurer Benefiel and Trustee Rooker to the Bill Paying Committee. President Stenzel will act as an alternate, as needed. This committee has the authority to approve bills for payment in place of any regularly scheduled meeting.

Banks of Record

Rooker/McCauley Motion to continue using Huntington Bank (Mio) as the Library’s Bank of record for bill paying and deposits. Mercantile Bank will house the deposits from the Fairview Branch. The library will also keep funds at the Nicolet Bank and Northland Area Federal Credit Union.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

Benefiel/McCauley **Hiring of Anne Seuryneck and Foster Swift to Represent the Library**
Motion to hire Anne Seuryneck and the law firm Foster Swift to represent the Library.

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

Benefiel/Rooker **2023-2024 Holiday Closing Schedule**
Motion to approve the 2023-2024 Holiday Closing Schedule.

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

Stenzel/Benefiel **2023-2024 Board Meeting Schedule**
Motion to approve the 2023-2024 Board Meeting Schedule.

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

Benefiel/McCauley **Paying of Utility Bills**
Motion to approve the paying of utilities, insurances and legal bills (BCN, DTE, Consumers Energy, BCMUA, snow plow, lawn service, Foster Swift) as they arrive.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

Rooker/McCauley **Paying of the Mercantile Bank Credit Card**
Motion for Treasurer Benefiel to review the monthly credit card statement for Mercantile Bank and authorize payment with an acknowledgement of payment to follow at the next regularly scheduled board meeting.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

Budget Report

Review of Budget

The Board reviewed the budget.

Review of Transmittals

The Board reviewed transmittals as presented.

Approval of Bills

Benefiel/Shumaker Motion to approve the payment of bills in the amount of \$14,731.47.

Roll Call:

Benefiel: Aye
McCauley: Aye
Rooker: Aye
Shumaker: Aye
Stenzel: Aye

Motion Carried.

Correspondence

None

Board Member Comment

The Board discussed the summer staff/board picnic. It will be held at the Main Branch of the Library Sunday, July 23, 2023 at 4:00 p.m. Plan for 25-30 people.

Director's Report

Director Knepp reported there have been 47 participants in the Read Squared program from ages 0 on up. There have been 553 entries with 12,669 points earned thus far. Snickers, Director Knepp's dog, will be at the Mio Brand this Wednesday and at the Fairview Branch on Thursday so children can read to him.

Sue has been working on getting the Library of Things items ready to post on Facebook. She is researching how other libraries are cataloging their items.

Seeing no further business, the meeting was adjourned at 5:47 p.m.

The next regular meeting will be held August 14, 2023 at 5:00 p.m. at the Main Branch.

Signature on file

Dawn Stenzel, President
Oscoda County District Library Board

Signature on file

Deb Shumaker, Secretary
Oscoda County District Library Board