

**Allegan District Library
Board of Trustees Meeting
August 16, 2021**

Call to Order: The regular monthly board meeting was called to order by Trustee Kiella at 7:00 PM.

Trustees present: Michael Kiella, President
Peter Savage, Vice President
Sue Buese, Secretary
Judi McCall, Trustee
Betty McDaniel, Trustee

Also present: Pamela Armstrong, Director
Devin Erlandson, Assistant Director
Casey Walle, Administrative Assistant

Pledge: The Pledge of Allegiance was recited.

Corrections/additions to the agenda, excusing of absences: Trustees Antkoviak and Huff were absent due to health issues; requested absence to be excused.

Motion: Trustee McCall moved to excuse Trustees Antkoviak and Huff, Trustee Savage support. All in favor, passed.

Motion: Trustee Savage moved to accept the agenda, Trustee McCall support. All in favor, passed.

Verification of Quorum: Quorum is present.

Consent Agenda:

Motion: Trustee McCall moved to accept the consent agenda, Trustee Buese support. All in favor, passed.

Public Comment: None.

Action on Committee Reports

- 1. Facilities Committee - Late open (12pm) on Thursday, September 16:** Trustee Kiella presented the recommendation to open at 12pm so that staff may take part in the introduction to Strategic Planning.

Motion: Trustee McCall moved to accept the recommendation, Trustee Buese support. All in favor, approved.

- 2. Facilities Committee - ADL Bulletin Board Policy:** Trustee Kiella presented the Bulletin Board Policy researched and comprised by Assistant Director Erlandson and Director Armstrong.

Motion: Trustee Buese moved to accept the Bulletin Board Policy, Trustee McCall support. All in favor, approved and accepted by the Board of Trustees on August 16, 2021, with a review date of 24 months.

3. Facilities Committee – Recommendation to add QSAC to Strategic Planning:

Trustee McCall presented the recommendation to add the QSAC (Quality Services Audit Checklist) to Strategic Planning. Trustees discussed the areas that needed work and standards outlined in the QSAC.

Motion: Trustee Savage moved to include the QSAC to Strategic Planning, Trustee McCall support. All in favor, passed.

4. Facilities Committee – Report on Window Blinds: Director Armstrong presented a quote from MSC Blinds & Shades for purchase and installation of blinds and shades, and a collection of photos illustrating the need for them. Trustees discussed need, pricing, and cost saving attributes of blinds and/or shades.

5. Budget & Finance Committee – Authorize Assistant Director Erlandson on Banking Accounts: Director Armstrong presented the case for Assistant Director Erlandson to be authorized on the bank accounts.

Motion: Trustee Savage moved to authorize Assistant Director Erlandson on Banking Accounts, Trustee McDaniel support. All in favor, passed.

Action on bills to be paid:

Motion: Trustee McCall moved to pay the July bills and payroll in the amount of \$46,225.53, Trustees McDaniel and Buese support. All in favor, passed.

Communications: None.

Old Business: None.

New Business:

1. Strategic Planning Update – Wednesday, September 29, 5:30 pm Board

Session: Director Armstrong stated that the Strategic Planning Kickoff on September 2 will highlight the direction in which Strategic Planning is headed and deadlines. Wednesday, September 29, at 5:30pm the Trustee Board Session will commence via Zoom.

Board Member comments: Trustee Savage wondered if the new Vox Books and drones were available to bring in and provide an in-person demonstration for the Board. Trustee McCall noted the abundance of kits being distributed and amount of people using the new Wi-Fi connection. Trustee Kiella noted that the use of drones is an excellent connection to Tech Education; he explained the application of drones in the agricultural, architectural, and various other industries. Trustee Buese noted that things are going well. Assistant Director Erlandson

noted that it was nice to see more people in the library. Trustee Kiella added that it was pleasing to see children using the area for its intended purposes.

Adjournment: By acclaim the meeting was adjourned at 8:11 pm. Next board meeting is September 20, 2021.

Casey Walle

Administrative Assistant