

**Allegan District Library
Board of Trustees Meeting
December 21, 2020**

Call to Order: The regular monthly board meeting was called to order by President Kiella at 7:10 PM.

Trustees present: Michael Kiella
Kevin Huff
Sue Buese
Peter Savage
Keith Behm
Chris Antkoviak

Also present: Pamela Armstrong, Director
Devin Erlandson, Assistant Director
Casey Walle, Administrative Assistant
Jason Mitchell, Vredeveld Haefner
Matt Earl, Trane
Ross Porter, Trane
Christina Brown, Trustee-elect

Pledge: The Pledge of Allegiance was recited.

Corrections/additions to the agenda, excusing of absences: Trustee McLeod absent, excused. Two additions to the agenda; so noted. President Kiella requested roll call of all present with location of municipality; so noted.

Motion: Trustee Buese moved to approve the agenda as amended, Trustee Behm support. Roll call vote was taken, all in favor, passed.

Verification of Quorum: Quorum is present.

Consent Agenda:

Motion: Trustee Savage moved to accept the consent agenda, Trustee Buese support. Roll call vote was taken, all in favor, passed.

Public Comment:

1. **Presentation of the 2019/2020 Audit Report:** Jason Mitchell of Vredeveld Haefner presented the FY 2019-2020 audit, which was completed in August but delayed by the USDA. This year's audit is a clean audit with the highest level of assurance. The library has one year of funding in financial holdings. There are no new findings for this year; last year's findings have been resolved.

Motion: Trustee Savage moved to accept the Audit Report, Trustee Behm support. Roll call vote was taken, all in favor, passed.

2. **RTU-1 Presentation:** Matt Earl of Trane present the RTU-1 replacement proposal. RTU-1 is at the end of its expected lifespan and has failed. Pricing include all permits; 1 year warranty begins after testing and balancing and owner training. Trustee Antkoviak added that the library can fund the project.

Motion: Trustee Behm moved to accept the proposal from Trane, Trustee Huff support. Roll call was taken, all in favor, passed.

Action on Committee Reports

1. **Personnel Committee – Remote Work Policy:** Trustee Buese presented the MiOSHA required Remote Work Policy; Trustee Antkoviak and President Kiella brought up issues with the policy. After discussion, Trustee Buese recommends that suggestions be emailed to her for consideration.

Action on bills to be paid:

Motion: Trustee Antkoviak moved to pay the November bills and payroll in the amount of \$17,536.09, Trustee Behm support. Roll call vote was taken, all in favor, passed.

Communications: Director Armstrong read a thank you note from outgoing Trustee McLeod addressed to the Board.

Old Business:

1. **By-Laws Committee Formation:** Trustees Behm and Buese volunteered to serve on the By-Laws Committee with already seated Trustees Antkoviak and Savage. The Committee was approved by President Kiella, and will meet in January.
2. **Executive Committee Nominations:** President Kiella requested to be considered for President in 2021. Trustees wishing to serve on the Executive Committee will email Trustee Buese.

New Business:

1. **Question of Committed Funds:** Trustees discussed a Board Resolution from 2011 regarding a Capital Building Fund.

Motion: Trustee Antkoviak moved to discontinue making deposits into the fund, and to allocate the monies to be used for the future Carnegie Roof project, Trustee Huff support. Roll call vote was taken, all in favor, passed.

2. **Remand Item to Budget and Finance Committee:** President Kiella would like the Budget and Finance Committee to look at the USDA contract regarding any loan refinancing commitments.

Board Member comments:

All Trustees wished everyone happy holidays. Trustee Buese commended Director Armstrong on her Director's Reports. Trustee Behm thanked Director Armstrong, Assistant Director Erlandson, and Administrative Assistant Walle. Trustee Antkoviak commented on the lovely decorations up in the library. President Kiella suggested once a year there be a presentation on the projects the staff is working on.

Adjournment: By acclaim the meeting was adjourned at 9:15 PM. Next board meeting is January 18, 2021.

Devin Erlandson
Assistant Director
&
Casey Walle
Administrative Assistant