

**Allegan District Library
Board of Trustees Meeting
January 18, 2021**

Call to Order: The regular monthly board meeting was called to order by President Kiella at 7:09 PM.

Trustees present: Michael Kiella
Kevin Huff
Sue Buese
Peter Savage
Chris Antkoviak
Keith Behm, joined at 7:22
Christina Brown, joined at 7:25

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: One addition to the agenda; so noted.
President Kiella requested roll call of Trustees present with location of municipality; so noted.

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

Verification of Quorum: Quorum is present.

Consent Agenda:

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

Oaths of Office

1. **Acceptance of Oaths of Office:** President Kiella thanked Trustee Antkoviak for taking the time to notarize the incoming and seated Trustees. Director Armstrong affirmed that the paperwork had been filed with the County Clerk.
2. **Election of Officers:** Trustees discussed the option to set aside term limits set in the By-Laws (Article 3, Section 2 -- three year term limit for holding an office) for the election of officers in the calendar year 2021.

Motion: Trustee Antkoviak moved to set aside the By-Law term limits for the current election of officers, Trustee Behm support. Roll call was taken, all in favor, passed.

Motion: Trustee Antkoviak moved to accept the following slate of officers:

President: Michael Kiella

Secretary: Sue Buese

Treasurer: Chris Antkoviak

Trustee Behm support. Roll call was taken all in favor, passed.

Trustee Antkoviak nominated Trustee Savage as Vice President to the empty seat.

Motion: Trustee Behm moved to close nominations, Trustee Huff support. Roll call was taken, all in favor, passed.

Motion: Trustee Behm moved to accept Trustee Savage as Vice President, Trustee Behm support. Roll call was taken, all in favor, passed.

Public Comment: No members of the public present.

Action on Committee Reports

1. **Endowment Ad-hoc Committee Report:** Nothing to report. Will report again at the March meeting.
2. **Personnel Committee – Remote Work Policy:** Trustees discussed the revisions made to the Remote Work Policy.

Motion: Trustee Buese moved to approve the revised Remote Work Policy, Trustee Brown support. Roll call was taken, all in favor, passed.

3. **Personnel Committee – Vaccination Support Statement:** Trustees, Director Armstrong, and Assistant Director Erlandson discussed the logistics of one hour paid time for SARS-CoV-2 vaccination.

Motion: Trustee Antkoviak moved to accept the Vaccination Support Statement, Behm support. Roll call was taken, all in favor, passed.

4. **Personnel Committee – Calendar Year 2020 Retirement Disbursement:** Trustees, Director Armstrong, and Assistant Director Erlandson discussed the accurate disbursement of retirement funds.

Motion: Trustee Antkoviak moved to approve the Calendar Year 2020 Retirement Disbursement of \$21,325.31, Trustee Huff support. Roll call was taken, all in favor, passed.

Action on bills to be paid:

Motion: Trustee Buese moved to pay the December bills and payroll in the amount of \$33,843.40, Trustee Antkoviak support. Roll call vote was taken, all in favor, passed.

Communications: Director Armstrong and Trustee Buese commented on the favorable letters and accompanying donations received from community members.

Old Business:

1. **Mid-Year Budget Review:** Director Armstrong will present the mid-year budget review to the Budget & Finance Committee at the February meeting.

New Business:

1. **Setting of Board Meeting Dates for 2021:** After discussion, Trustees agreed that the current board meeting dates are acceptable.

Motion: Trustee Antkoviak moved that the Board continue to meet on the third Monday of each month at 7pm for the 2021 calendar year, Trustee Huff support. Roll call was taken, all in favor, passed.

2. **Committee Appointments:** President Kiella made the following appointments:

Personnel Committee: Trustees Buese, Brown, and President Kiella

Facilities: Trustees Behm, Huff, and President Kiella

Budget & Finance: Trustees Antkoviak, Huff, and Savage

Endowment: Trustees Savage and Buese

By-Laws: Trustees Antkoviak, Behm, Buese, and Savage; pending a discussion at the committee-level, as committees may only have three members

3. **Refinance General Obligation Bond from USDA-RD:** Director Armstrong will add this item to the February Budget & Finance meeting.

4. **Formation of Strategic Planning Committee:** After discussion, Trustees agreed this item would be better discussed at the April meeting.

Board Member comments:

All Trustees thanked Director Armstrong, Assistant Director Erlandson, and all ADL staff for their continued hard work during the pandemic. Trustees welcomed newly-seated Trustee Christina Brown to the Board. Trustees also pointed out the popular take-and-makes and school outreach work by Melissa O'Sickey. Trustee Behm thanked Alan Smith for his assistance digitizing the John Pahl history VHS tapes. President Kiella thanked Vice President Savage for picking up the meeting when technical issues arose.

Adjournment: By acclaim the meeting was adjourned at 8:28 pm. Next board meeting is February 15, 2021.

Casey Walle
Administrative Assistant