

**Allegan District Library
Board of Trustees Meeting
February 15, 2021**

Call to Order: The regular monthly board meeting was called to order by Trustee Kiella at 7:05 PM.

Trustees present: Michael Kiella, President
Peter Savage, Vice President
Sue Buese, Secretary
Kevin Huff, Trustee
Keith Behm, Trustee
Christina Brown, 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: Trustee Antkoviak absent, excused. One addition to the agenda; so noted. Trustee Kiella requested roll call of Trustees present with location of municipality; so noted.

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

Public Comment: No members of the public present.

Action on Committee Reports

1. **Personnel Committee – Report on Director Evaluation Tool:** Trustees discussed the use of the self-evaluation tool as an instrument of review. Trustee Kiella and Brown noted that self-evaluation tools are an industry standard. Trustee Buese recommended the retainage of monthly Director's notes to accompany the completed evaluation.

Motion: Trustee Behm moved to adopt the Director Evaluation Tool, Trustee Savage support. Roll call was taken, all in favor, passed.
2. **Personnel Committee – Overtime Changes to Personnel Policy:** Trustee Buese presented the change in Part 3 "Conditions of Employment" of the Personnel Policy. Section 3.1 "Work Week" was adjusted, deleting the last five sentences. Section 3.2 "Overtime" was added to reflect the MI Department of Labor requirements. Section 3.2 asserts the verbiage of compensatory time in lieu of payment for non-exempt employees.

Motion: Trustee Buese moved to align the Personnel Policy with compensatory time, Behm support. Roll call was taken, all in favor, passed.

- 3. Personnel Committee – COVID Letter to the Health Department:** Trustee Buese, Director Armstrong, and Assistant Director Erlandson discussed the letter written to the Health Department requesting that library workers be considered under Phase 1b of the Michigan vaccine rollout. Trustees discussed writing a letter to accompany the Director’s letter and amending the letter to include a note of support on behalf of the Trustees.

Motion: Trustee Buese moved to approve and amend the letter to include Trustee Buese’s signature as a representative of the Trustees encouragement, Behm support. Roll call was taken, all in favor, passed.

- 4. Facilities Committee – Report on Community Internet:** Trustees discussed the collaboration with the city to provide a Wi-Fi connection along the riverfront from Hanson to Mahan Parks. Details regarding cost, budget, hardware, energy use, and internet provider were discussed and Trustee Kiella recommended a de facto agreement between the city and library.

Motion: Trustee Huff moved to support the Community Hotspot to expand wireless connectivity, Brown support. Roll call was taken, all in favor, passed.

- 5. Budget & Finance Committee – Mid-Year Budget Review:** Trustee Savage imparted that the budget is on track as presented in Director Armstrong’s “State of the Budget”.

Motion: Trustee Savage moved to accept the Mid-Year Budget Review, Huff support. Roll call was taken, all in favor, passed.

- 6. Budget & Finance Committee – Loan Refinance Report:** Trustee Huff reported that the Budget & Finance Committee is looking into refinancing the USDA loan to lower the percentage rate. A straw poll was conducted to ask Paul Stauder from PFM to pitch to the board at the March meeting, all in favor.

- 7. Endowment Committee – Report:** Trustee Savage communicated that the Endowment Committee will be meeting with Jason Mitchell to inquire about additional details. Trustees suggested that “Endowment” might better be renamed as “Planned Giving”.

Action on bills to be paid:

Motion: Trustee Savage moved to pay the January bills and payroll in the amount of \$78,390.83, Trustee Behm support. Roll call vote was taken, all in favor, passed.

Communications: Director Armstrong and Trustee Buese commented on two emails received. Both emails asked when the library will be open, to which Trustee Buese replied. The second email conveyed a complaint about how the library website is “glitchy”. Director Armstrong and Assistant Director Erlandson communicated that they interpreted this as the card catalog being slow.

Old Business:

- 1. Library Re-Opening:** Director Armstrong led a discussion with the Trustees about how the library can re-open for in-person browsing. After discussion, Trustees and Director Armstrong came to a consensus regarding guidelines for reopening. A straw poll was conducted, Trustees affirmed support for the guidelines.

New Business: No new business.

Board Member comments:

Trustees Brown and Kiella thanked everyone for their hard work. Trustee Behm encouraged the communication with the Health Department. Trustee Buese wished the library staff good luck with the reopening.

Adjournment: By acclaim the meeting was adjourned at 9:16 pm. Next board meeting is March 15, 2021.

Casey Walle
Administrative Assistant