

**Allegan District Library
Board of Trustees Meeting
April 19, 2021**

Call to Order: The regular monthly board meeting was called to order by Trustee Kiella at 7:01 PM.

Trustees present: Michael Kiella, President
Peter Savage, Vice President
Sue Buese, Secretary
Chris Antkoviak, Treasurer
Kevin Huff, Trustee
Christina Brown, Trustee

Also present: Pamela Armstrong, Director
Devin Erlandson, Assistant Director

Pledge: The Pledge of Allegiance was recited.

Corrections/additions to the agenda, excusing of absences: One addition to the agenda; so noted. Trustee Behm was absent, requested excusal via email.

Motion: Trustee Huff moved to excuse Trustee Behm, Trustee Savage support, passed.

Verification of Quorum: Quorum is present.

Consent Agenda:

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

Public Comment: No members of the public present.

Action on Committee Reports

1. **Personnel Committee – Report on Evaluation Process and Raise Matrix:** Trustee Buese briefly went over the evaluation process Director Armstrong will use for her staff and presented the Raise Matrix.

Motion: Trustee Buese moved to accept the Raise Matrix as presented, Trustee Brown support. All in favor, passed.

2. **Bylaws Committee – Report on Progress:** Trustee Savage went over some of the additions and changes made to the Bylaws. They will be ready for a first reading at the May meeting.

3. **Budget and Finance Committee – Bond Refinance and Hiring Municipal Advisor:** Trustee Antkoviak clarified the need for a refinance of the Library's USDA Loan, and the costs the library will incur for refinancing.

Motion: Trustee Antkoviak moved that the library proceed with the bond refinancing and retain Paul Stauder of PFM as the municipal advisor, Trustee Huff support. All in favor, passed.

Closed Session:

1. Director Armstrong requested the Board move into closed session to discuss the Board's Review of the Director.
2. Trustee Brown moved to go into closed session for that purpose, Trustee Antkoviak support. Roll call vote was taken, all in favor, passed.
3. Trustee Buese presented the review of Director Armstrong.
4. Trustees voted to move out of closed session, all in favor, passed.

Action on Committee Reports (Continued)

4. Personnel Committee – Director Evaluation

Motion: Trustee Kiella moved to accept the Director's Evaluation, recommend a pay raise, and accept goals as discussed in the closed session, Trustee Brown support. All in favor, passed.

Action on bills to be paid:

Motion: Trustee Antkoviak moved to pay the March bills and payroll in the amount of \$363,615.58, Trustee Huff support. All in favor, passed.

Communications: Trustee Kiella presented an email from Trustee Behm. Trustee Behm submitted his resignation effective 11:59pm on April 19, 2021; he has moved out of the district.

Motion: Trustee Savage moved to accept Trustee Behm's resignation, Trustee Antkoviak support. All in favor, passed.

Old Business:

1. **Intergovernmental Agreement for Library Services:** Director Armstrong presented the Intergovernmental Agreement for Library Services, which delineates the relationship between the City of Allegan and the Library regarding the Wifi Access Project. The Agreement has already been approved by City Council.

Motion: Trustee Huff moved to accept the Intergovernmental Agreement for Library Services, and to have Trustee Buese sign in her role of Secretary, Trustee Brown support. All in favor, passed.

New Business:

1. **Appointment of Trustee to Vacant Board Seat:** Trustee Kiella presented a résumé and application letter from Judith N. McCall for Trustee Behm's vacant seat. Trustee Kiella briefly went over the appointment process.

Motion: Trustee Savage moved to appoint Judith N. McCall to the vacant seat effective 12:00AM, April 20, 2021, Trustee Buese support. All in favor, passed.

Board Member comments:

Trustee Savage wished Trustee Brown well in her move to St. Louis. Trustee Brown stated that her goal for selling her home and moving is in June or July, she will notify the Board as appropriate with her resignation. Trustee Antkoviak was glad to be meeting again in-person. Director Armstrong discussed the new RTU HVAC unit and the difference it has made in the building regarding efficiency. Assistant Director Erlandson noted that Trustee Behm will be missed, and it was a pleasure working with him on the Board for the past six years.

Adjournment: By acclaim the meeting was adjourned at 8:49 pm. Next board meeting is May 17, 2021.

Devin Erlandson
Assistant Director