

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

The regular board meeting was held via Zoom videoconference pursuant to Executive Orders.

Call to Order: The regular monthly board meeting was called to order by President Kiella at 7:02 PM.

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

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 old business; so noted.

Verification of Quorum: Quorum is present.

Consent Agenda:

Motion: Trustee McLeod 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. **Bylaws Committee:** Trustee McLeod discussed proposed changes to the Trustee Bylaws including setting goals regarding officer positions, length of time served, and training periods. After discussion, it was concluded that the Trustees need additional time to discuss changes to the bylaws. The Board will meet in full to workshop at 6:00 PM on October 19 in the Lower Level Program Room.
2. **Endowment Ad-hoc Committee:** Trustee Savage reported that the committee has not met. Will report next at the October board meeting.
3. **Facilities Committee:** Trustee Huff reviewed the various items the Facilities Committee has been working on since August. Director Armstrong updated the Trustees on how the library has addressed each item and work that would be forthcoming from the Committee.
4. **Personnel Committee:** Trustee Buese presented the board with several updated job descriptions including: Technology Coordinator, Youth Services Librarian, Assistant Director, and Cataloging/Member Services Technician. Each job description was updated according to tasks currently being performed by staff. The Cataloging/Member Services Technician combines work performed by the Circulation Coordinator and Member Services Associate to create a full-time position to replace the Circulation Coordinator position. Director Armstrong discussed making the

Assistant Director position salaried and exempt, this brings the position in line with the Fair Labor Standards Act regarding the learned professional employee exemption.

Motion: Trustee Buese moved to accept updated job descriptions for the Technology Coordinator, Youth Services Librarian, Assistant Director, and Cataloging/Member Services Associate. Trustee Behm support, roll call vote was taken, all in favor, passed.

Action on bills to be paid:

Motion: Trustee Antkoviak moved to pay the August bills and payroll in the amount of \$37,567.91. Trustee Savage support, roll call vote was taken, all in favor, passed.

Communications: No communications.

Old Business:

1. **Approval of Search Committee Minutes:** Trustee Antkoviak moved to accept the Search Committee minutes. Trustee McLeod support, roll call vote was taken, all in favor, passed.
2. **Government Audit Discussion:** Trustee Antkoviak updated the Trustees on the status of the library's governmental audit. USDA St. Louis is reporting a discrepancy and Jason Mitchell of Vredevelde Haefner is working on the library's behalf to resolve the issue. He hopes to be able to present the audit at the October regular meeting.

New Business: No new business.

Board Member comments:

All Trustees wished to pass along condolences and well-wishes to Administrative Assistant Billie Spicer and her family. Trustees thanked Director Armstrong and Assistant Director Erlandson for their work during difficult times. Trustee Buese addressed the new website and that there are still some bugs; Assistant Director Erlandson and Technology Coordinator Alan Smith are working on those as they come up. Trustee Behm thanked Director Armstrong for working with community mental health to address various patron issues. President Kiella believes the Trustees made an excellent choice with Director Armstrong and thanked the Board for their hard work with the Search Committee.

Adjournment: By acclaim the meeting was adjourned at 8:36 PM. Next board meeting is October 19, 2020.

Devin Erlandson
Assistant Director