

**Allegan District Library
Board of Trustees Meeting
October 19, 2020**

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

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

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

Public: Brenda Merritts, Valley Township Resident

Pledge: The Pledge of Allegiance was recited.

Corrections/additions to the agenda, excusing of absences: One correction to the agenda; so noted.

Motion: Trustee Buese moved to excuse Trustees McLeod and Antkoviak, Trustee Behm support, all in favor, passed.

Verification of Quorum: Quorum is present.

Consent Agenda:

Motion: Trustee Savage moved to accept the consent agenda. Trustee Huff support, all in favor, passed.

Public Comment: Brenda Merritts, a resident of Valley Township, wished to address the Board. Ms. Merritts wished to discuss the 30 minute time limit when the building is not at capacity. Board President Kiella addressed Ms. Merritts' concerns thusly: The library is embracing a "grab and go" philosophy but those who are working on business matters, or students working on homework, are welcome to stay as long as they need, they simply need to inform staff that they will need more time. Due to privacy rights, established by the American Library Association and the Michigan Library Association, library staff will never ask what any person is doing in the library. Trustee Behm added that everyone in the entire community is doing their best to make the current situation work for their families. Trustee Savage asked Director Armstrong to briefly explain where the library is in the COVID Preparedness and Response Plan. Ms. Merritts departed the meeting at 7:30 PM.

Action on Committee Reports

1. **Endowment Ad-hoc Committee:** Trustee Savage reported that the committee has not met. Will report next at the January 2021 board meeting.

2. **Personnel Committee:** Trustee Buese reviewed the brief change to the Personnel Policy. Previously, employees could elect or not to use PTO time when taking FMLA leave time. The policy has been updated to require employees to use PTO concurrently with FMLA leave, before turning to unpaid leave.

Motion: Trustee Buese moved to accept these changes. Trustee Behm support, all in favor, passed.

- 3. Facilities Committee:** Trustee Behm discussed closing the library on Saturday, December 26, and Saturday, January 2, as these two Saturdays follow approved holiday closures and are likely to be slow days.

Motion: Trustee Behm moved to close the library on the two Saturdays. Trustee Huff support, all in favor, passed.

- 4. Facilities Committee:** Trustee Huff reviewed the Allegan District Library Key Control Policy, including who is authorized to have keys, how keys are tracked, and employee responsibility with regards to building keys. All employees will sign the Key Holder Agreement.

Motion: Trustee Huff moved to approve the Allegan District Library Key Control Policy. Trustee Savage support, all in favor, passed.

- 5. Facilities Committee:** Board President Kiella reviewed the Carnegie roof repair estimate from Grand River Builders and discussed the history of the previous Carnegie roof repairs from 2013. The Building Committee wishes to have a more complete estimate, particularly regarding the other three roof facets, and current condition of any potential roof leaks. The Building Committee will report that information to the Facilities Committee in November.

- 6. Budget and Finance Committee:** Trustee Savage introduced the Investment Proposal for October 2020. The library currently has two CDs expiring in October and November, and suggests placing those funds in a Money Market account to be managed by Steve Tibbitts. Some of those funds may be used for Carnegie roof repairs, should the Board move forward on that project. After that, funds will be placed in a 6 month CD.

Motion: Trustee Savage moved to accept the Allegan District Library Fund Balance Proposal dated 10/2020. Trustee Behm support, all in favor, passed.

Action on bills to be paid:

Motion: Trustee Huff moved to pay the September bills and payroll in the amount of \$155,287.78. Trustee Behm support, all in favor, passed.

Communications: No communications.

Old Business: No old business.

New Business:

- 1. Public Act 152:** Board President Kiella reported that Public Act 152 is to limit the amount of public funds used to purchase health insurance for employees. The Board can exempt the library from this bill by a 2/3rds vote.

Motion: Trustee Buese moved to exempt the Allegan District Library from Public Act 152. Trustee Savage support, all in favor, passed.

Board Member comments:

Trustees continue to thank Director Armstrong and Assistant Director Erlandson for their work during difficult times. Trustee Buese asked Director Armstrong about the new hires, Director Armstrong reported three new Member Service Associates were in training, a new Facilities Coordinator had started, and that Administrative

Assistant Spicer submitted her resignation. Trustee Savage appreciates hearing feedback from the community because it allows the library to continue to improve. Director Armstrong and Assistant Director Erlandson both appreciate the support from the Trustees for their work and the work of the entire staff. Board President Kiella briefly updated the Trustees on the work of Jason Mitchell in attempting to bring the audit to completion and the issues with the USDA financial reporting.

Adjournment: By acclain the meeting was adjourned at 8:43 PM. Next board meeting is November 16, 2020.

Devin Erlandson
Assistant Director