

**Allegheny District Library  
Board of Trustees Meeting  
November 16, 2020**

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

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

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

**Pledge:** The Pledge of Allegiance was recited.

**Corrections/additions to the agenda, excusing of absences:** Five additions to the agenda; so noted.

**Motion:** Trustee McLeod moved to approve the agenda as amended, Trustee Huff 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 McLeod support. Roll call vote was taken, all in favor, passed.

**Public Comment:** No members of the public present.

**Action on Committee Reports**

1. **By-Laws Committee Report:** Trustee McLeod inquired as to whether Trustees had any concerns or additions regarding the proposed By-Laws changes. After discussion, Trustees agreed to several items: picking officers and potential trainees at the December meeting; those seeking an officer position would email Trustee Buese; a By-Laws Committee would form at the December meeting.
  
2. **Building Committee – Carnegie Roof Report:** Trustee Antkoviak reported that Grand River Builders inspected the Carnegie roof and saw no current or past leaks. Grand River Builders recommended replacement still but did not see an immediate need. They will return in spring 2021 to inspect again and provide an update.

**Action on bills to be paid:**

**Motion:** Trustee Antkoviak moved to pay the October bills and payroll in the amount of \$37,141.16, Trustee Behm support. Roll call vote was taken, all in favor, passed.

**Communications:** No communications.

**Old Business:**

1. **Audit Report:** President Kiella informed the Trustees that Jason Mitchell says we should now have a clean audit, and he can issue the audit report with a verified balance. The library's amount left on the loan matches the USDA's amount left due on the loan. Trustees would like to get a letter annually certifying our loan balance. Trustees are ready to have Jason Mitchell present the audit at the December meeting.

**New Business:**

1. **RTU-1 Failure:** President Kiella explained the current state of RTU-1. Option 1 is to replace the heat exchanger, option 2 is to replace the aging unit.  
  
**Motion:** Trustee Antkoviak moved to replace the unit, with a price not to exceed \$51,750, Trustee Savage support. Roll call vote was taken, all in favor, passed.
2. **COVID Preparedness Plan Update:** Director Armstrong updated the Trustees on the MDHHS Epidemic Order effective November 18, 2020. Many other libraries in the region, and state, are moving back to curbside service with computer appointments. Director Armstrong would like the ending date to be "until further notice" since we do not know if the MDHHS Order will be extended.  
  
**Motion:** Trustee Buese moved to accept Director Armstrong's proposal that the library move to curbside service and computer appointments until further notice, Trustee Behm support. Roll call vote was taken, all in favor, passed.
3. **Supporting Schools:** Trustee McLeod urged the library to incorporate more mathematics as part of youth programming. Director Armstrong agreed, ALA and other library groups have also urged public libraries to add more math programming.

**Board Member comments:**

Trustees thanked Director Armstrong and Assistant Director Erlandson for their work. All in attendance urged each other to stay well, stay safe, and continue to follow MDHHS orders. President Kiella suggested all December meetings take place over Zoom, including Committees. Director Armstrong and Assistant Director Erlandson both thanked the Trustees for their continued support to library operations and team safety.

**Adjournment:** By acclaim the meeting was adjourned at 9:10 PM. Next board meeting is December 21, 2020.

Devin Erlandson  
Assistant Director