

**Allegan District Library
Board of Trustees
February 17, 2020**

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

Trustees present: Michael Kiella
Keith Behm
Marty McLeod
Peter Savage
Kevin Huff

Also present: Devin Erlandson, Interim Director

Pledge: Pledge of Allegiance was recited by all present.

Corrections/additions to the agenda, excusing of absences: Trustees Antkoviak and Buese are absent due to prior obligations.

Motion: Trustee McLeod moved to excuse Trustee Antkoviak and Trustee Buese, Trustee Behm support, passed.

Verification of Quorum: Quorum is present.

Consent Agenda: President Kiella suggested the last line of the Corrections/additions to the agenda in the January 20, 2020 minutes be amended to read: By acclaim, the minutes of the Director Search Committee meeting will be kept in the board's secure filing system.

Motion: Trustee Savage moved to accept the consent agenda items as amended, Trustee Behm support, passed.

Public Comment: None

Action on Committee Reports:

1. **Personnel: Pay Matrix Update; Motion, McLeod:** The board discussed updating the lower end of the entry pay to be more competitive with local businesses as well as moving the review of the current pay matrix to every three years instead of every other year.

Motion: Trustee McLeod moved to approve the updated pay matrix, Trustee Savage support, passed.

2. **Personnel: Youth Services and Programming Librarian Job Description Update; Motion, McLeod:** The board discussed changing the current Youth Services and Programming Coordinator job title and education requirements to Youth Services and Programming Librarian with a Master's degree in Library and Information Science or other related field.

Motion: Trustee McLeod moved to approve the updated Youth Services and Programming Librarian job description, Trustee Huff support, passed.

- 3. Personnel: Ryan Deery 2020 Retirement Disbursement; McLeod, Motion:** The board briefly discussed disbursing former Director Deery's retirement payout to his retirement account.

Motion: Trustee McLeod moved to approve Ryan Deery's 2020 Retirement Disbursement, Trustee Savage support, passed.

Action on bills to be paid:

Motion: Trustee McLeod moved to pay the January bills and payroll in the amount of \$110,146.18, Trustee Behm support, passed.

Communications: None

Old Business:

- 1. Bylaws Committee: Report, McLeod:** No Report. Will be added to Old Business in June.
- 2. Endowment ad-hoc Committee: Report, Savage:** No Report. Will be added to Old Business in June.
- 3. Search Committee: Report, Kiella:** Trustee Kiella reported that the Search Committee is meeting weekly as a committee of the whole and announced that as of 5 PM on February 18, 2020 the initial search period will officially end. The committee will meet again on February 20, 2020 to identify candidates who qualify for a phone interview. One candidate, who did not meet the minimum qualifications, has already been notified. After a question from Trustee Behm, Trustee Kiella will follow up with the Library's attorney regarding the legality of requiring residency.

New Business: None

Board Comments:

Trustees expressed that they are happy with the applicant's response to the Director search and with Interim Director Erlandson's transition.

Trustee Savage also made note of a possible error in the title of a line item in the Monthly Budget Report and asked that it be looked into.

Adjournment

By acclaim the meeting was adjourned at 7:49 PM. Next board meeting is March 16, 2020.

Billie Spicer
Administrative Assistant