

**Allegran District Library
Board of Trustees
March 19, 2019**

Call to Order: The regular monthly board meeting was called to order by President Kiella at 7:06 PM.

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

Also present: Devin Erlandson, Assistant Director
Evie Lyzenga, Administrative Assistant
Billie Spicer, Administrative Assistant

Pledge: Pledge of Allegiance was recited by all present.

Corrections/additions to the agenda, excusing of absences:

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

President Kiella added to the agenda a Proclamation to be presented by Trustee Huff.

Verification of Quorum: Quorum is present.

Proclamation for Evie: Trustee Huff read a proclamation for Evie written by the Board of Trustees honoring her 10 years of service to the Board, the Library and the community. Trustee Huff presented the proclamation to Evie.

Consent Agenda - Correction to Consent Agenda Items:

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

Public Comment: None.

Action on Committee Reports:

1. Personnel Committee – New Facilities Coordinator Recommendation and Job

Description: Trustee McLeod presented the Facilities Coordinator Proposal mentioning that the cost is about the same as our current contracted janitorial service and with the new position will come ownership of the building cleaning and maintenance.

Trustee Savage came to the meeting at 7:12 PM.

During discussion it was noted that the Budget and Finance Committee and the Facilities Committee approved this recommendation as well. Assistant Director Erlandson stated that this position takes current contractual services charges and rotates the cost over to the line item for personnel.

Motion: Trustee McLeod moved to accept the recommendation of 3 committees and hire a facilities coordinator, Trustee Huff support, passed.

2. Personnel Committee – Longevity and Bonus Proposal Personnel Policy Update:

Trustee McLeod referred the discussion over to Assistant Director Erlandson. She explained that there has been some confusion over the payment of longevity and bonus' paid. She relayed the explanation given by Director Deery:

- The cost is about the same
- Two long time employees will be legacy in and the rest of staff will go by the new proposal
- This codifies the bonus process and rewards long time service
- It is only 0.2.2% of the library budget

Motion: Trustee McLeod moved to accept this proposal as presented, Trustee Behm support, passed.

3. Facilities Committee – Meeting Room Revision: Trustee Behm referred to the entire policy and the minutes of the Facilities committee. Assistant Director Erlandson stated there will be a page for reserving rooms on our website. She said there will now be 3 rooms to reserve: Children Programming Room (lower level), Board Room and the Carnegie Room.

Motion: Trustee Behm moved to accept the policy as written, Trustee Huff support, passed.

Trustee Antkoviak suggested the rooms be given names of specific people or places.

4. Facilities Committee – Loan Policy Revision: Trustee Behm reviewed the policy revisions as included in the Board packet. Assistant Director Erlandson said these revisions evolved when the library went fine free and the library needed a process. She said at present overdue materials are done on a case by case basis. She said the overdue notification process is still in place and explained the details of that process. Trustee Antkoviak recommended a refund sentence be included for those items when someone has paid for an item and returns it later.

Motion: Trustee Huff moved to approve the policy as amended, Trustee Antkoviak support, passed.

Action on bills to be paid: Trustee Kiella reviewed the payable totals for the month of February.

Motion: Trustee Antkoviak moved to pay the February 2019 bills and payroll in the amount of \$265,840.26, Trustee Savage support, passed.

Communications: None.

Old Business:

- 1. Memorandum of Understanding – Friends:** Assistant Director Erlandson explained this is simply a set of agreements and codifies the relationship between the Friends and the Board of Trustees. President Kiella said the decision of the Friends is to stay a standing committee of the Board. Trustees Antkoviak and Kiella stated they are satisfied with the document.

Motion: Trustee McLeod moved to accept the Memorandum of Understanding as presented, Trustee Huff support, passed.

New Business: None.

Board Comments: All the Board Trustees expressed their appreciation to Administrative Assistant Lyzenga for all her professional, hard work through the years. They all wished her a happy retirement going forward. Assistant Director Erlandson shared her and Ryan's appreciation for all the work Evie has done and wished her well in her retirement. Billie Spicer, the new Administrative Assistant was welcomed by the Board.

President Kiella brought up two things to consider:

- One is the historic fountain out in front of the library, which had a wooden box around it, and that box was removed today. It appears that the fountain is leaning and not fully supported underneath. He wished the Board members to consider options for its care.
- Before actual construction was started on the library renovation and construction, the library collected \$175,000 of the construction millage monies which is a half year payment. He requested consideration of either investing it or making a payment as soon as possible.

President Kiella said the library should consult with Steve Tibbitts, our investment consultant.

Adjournment

By acclaim the meeting was adjourned at 8:07 PM. Next board meeting is April 16, 2018.

Evie Lyzenga
Administrative Assistant