

**Allegan District Library  
Board of Trustees  
September 16, 2019**

**Call to Order:** The regular monthly board meeting was called to order by President Kiella at 7:00 PM.

Trustees present: Michael Kiella  
Chris Antkoviak  
Sue Buese  
Keith Behm  
Marty McLeod (7:03 PM)  
Peter Savage  
Kevin Huff

Also present: Ryan Deery, Director  
Devin Erlandson, Assistant Director  
Billie Spicer, Administrative Assistant

**Pledge:** Pledge of Allegiance was recited by all present.

**Corrections/additions to the agenda, excusing of absences:** One addition to the agenda; noted.

**Verification of Quorum:** Quorum is present.

**Consent Agenda:**

**Motion:** Trustee Huff moved to accept the amended consent agenda items, Trustee Buese support, passed.

**Action on Committee Reports:**

1. **Fund Balance Proposal:** The Board discussed investment strategies proposed by the committee with advice from Steve Tibbits. Upon further discussion, Steve Tibbits also recommended that the library make a payment of \$175,000 to the USDA from the General Fund on the existing Rural Development Capital Project loan balance.

**Motion:** Trustee Antkoviak moved to accept the fund balance proposal, Trustee McLeod support, passed.

**Motion:** Trustee Antkoviak moved to pay \$175,000 on the existing Rural Development Capital Project loan balance, Trustee McLeod support, passed.

2. **Meeting Room Policy:** An addition to the meeting room policy will allow for-profit businesses the use of our meeting rooms with a small fee to recoup the cost for cleaning and depreciation.

**Motion:** Trustee Savage moved to accept the additions to the meeting room policy, Trustee Behm support, passed.

3. **Credit and Debit Card Policy:** The Board held a short discussion about the need for the library to accept credit and debit card payments.

**Motion:** Trustee McLeod moved to accept the credit and debit card policy, Trustee Buese support, passed.

4. Facilities: Website Redesign Proposal – Huff (5 min), discussion
5. Personnel: Dress Code Policy – Buese (5 min), Motion

#### **Action on bills to be paid:**

**Motion:** Trustee Antkoviak moved to pay the July bills and payroll in the amount of \$212,302.65, Trustee Behm support, passed.

Note: The library's digitization project is currently finished up to the year 2001.

**Communications:** None.

**II. Old Business:** None

**III. New Business:** Remand any applicable audit findings to appropriate committee

1. Trustee Antkoviak will report on the Special Audit Response Committee's recommendations on complying with CFR requirements for documents relating to approval and payment of USDA-RD funds at the November 2019 meeting.
2. The Budget and Finance Committee will present their recommendations for the transfer of library funds and an explanation of the library's investment status at the September 2019 meeting.

#### **Board Comments:**

- Trustees enjoyed reading the letter written by community members for the State Librarians Excellence Award.
- Trustee Buese thanked those responsible for time taken to fill out and apply for the Excellence Award. She was impressed.
- Trustee Behm spoke with a former community member, Greg Hale, who stated that the library is a "Feather in the community's cap."
- Director Deery thanked Administrative Assistant Spicer for her hard work and organizational skills which helped during the audit.

#### **Adjournment**

By acclaim the meeting was adjourned at 8:00 PM. Next board meeting is September 16, 2019.

Billie Spicer  
Administrative Assistant

