

**Allegran 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: Response to Audit Findings added as Old Business #1.

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. **Website Redesign Proposal:** Trustee Huff announced that a vendor to develop a new website has been chosen which will replace the library's old one developed and managed by Rumspeed. The new design will be able to grow with us and gives library staff more flexibility to make changes themselves. The Board all agreed to move forward as planned.
5. **Dress Code Policy:** Library staff worked with the Director and Personnel Committee to develop a Dress Code as well as dress code rationale. Staff spent a great deal of time researching and discussing the Dress Code and the committee was pleased with the outcome.

Motion: Trustee McLeod moved to accept the dress code policy, Trustee Buese support, passed.

Action on bills to be paid:

Motion: Trustee Antkoviak moved to pay the August bills and payroll in the amount of \$89,931.57, Trustee Savage support, passed.

Communications: None.

II. Old Business:

1. **Response to Audit Findings:** The fund balance proposal was addressed at tonight's board meeting and a resolution reminder will be added to the Board's important dates calendar. All responses to the audit finding are complete.

III. New Business: None.

Board Comments:

- Board members thanked staff for their work on the dress code and commended Director Deery and Assistant Director Erlandson for their hard work and research that went into the finding a new website company and to create a credit card policy.
- Trustee Kiella shared that a community member who formerly opposed changes to the library has since changed his mind after a visit with his grandchildren. He is now very impressed with what the library has to offer and plans to bring his grandchildren back.
- Trustee Savage conveyed that kids who used to hang out at his house now hang out at the library.
- Director Deery explained the new grocery tote bag that will be replacing the old plastic bags and thanked staff for their management of the library while he was away stating that he was able to come back to work with no stress because everything was well taken care of.
- Assistant Director Erlandson is very excited about the new website.

Adjournment

By acclaim the meeting was adjourned at 7:57 PM. Next board meeting is October 21, 2019.

Billie Spicer
Administrative Assistant