

**Allegan District Library
Board of Trustees
January 20, 2020**

Call to Order: The regular monthly board meeting was called to order by President Kiella at 7:15 PM. The Trustees at 7 PM postponed the January 20, 2020 regular meeting until 7:15 PM January 20, 2020.

Trustees present: Michael Kiella
Chris Antkoviak
Sue Buese
Keith Behm
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: Trustee McLeod is absent due to a prior obligation. Trustee Huff added the January 15, 2020 Budget and Finance Committee Meeting minutes to the Board Packet. A correction was made to the December Board Minutes as well as the December additional minutes: Under New Business #1 the word of the regular minutes "accept" was changed to "received" with the same correction being made under Board Meeting Minutes #1 of the additional minutes. By acclaim, the minutes of the Director Search Committee meeting will be kept in the board's secure filing system.

Verification of Quorum: Quorum is present.

Consent Agenda:

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

Public Comment: None

Action on Committee Reports:

1. **Facilities Committee – Board Secure Filing System Policy; Motion, Kiella:** After a brief discussion, Trustee Kiella confirmed that the secure filing system is in place and the Trustees agree that the Board Secretary and Treasurer will retain possession of the keys.

Motion: Trustee Behm moved to approve the Board Secure Filing System Policy, Trustee Huff support, passed.
2. **Personnel Committee – Calendar Year 2019 Retirement Disbursement \$24,875.66; Motion, Buese:** The Board discussed what employees are eligible for the retirement disbursement and Director Deery confirmed that the total amount to be dispersed is accurate.

Motion: Trustee Buese moved to approve the Calendar Year 2019 Retirement Disbursement of \$24,875.66, Trustee Antkoviak support, passed.

- 3. Personnel Committee – Personnel Policy Update: Library Closings; Motion, Buese:** The Board asked for some clarification on the policy update and expressed concern over how it was worded. It was decided that the heading of the policy would be amended to read “Irregular Library Closings” instead of “Library Closings”.

Motion: Trustee Savage moved to approve the Personnel Policy Update: Library Closings, Trustee Huff support, passed.

- 4. Budget and Finance – Almost Mid-Year Budget Review; Discussion, Huff:** Trustee Huff gave a brief explanation of the highlighted line items as well as the state of the budget as a whole. The Board also discussed moving to a simplified budget for public review as suggested by the Library’s Auditor. Director Deery also explained that the Board will need to amend this year’s budget to account for the extra payment made to the on the USDA loan since the money was transferred in and paid in two separate fiscal years.

Motion: Trustee Antkoviak moved to approve the Almost Mid-Year Budget Review, Trustee Behm support, passed.

Action on bills to be paid:

Motion: Trustee Antkoviak moved to pay the January bills and payroll in the amount of \$51,942.80, Trustee Savage support, passed.

Communications: The Library Manager at Sandy Pines asked if the Allegan District Library has made any plans to acquire a book mobile. If so, she would like it to stop at Sandy Pines. Secretary Buese sent a response stating that the Library has not planned to acquire one at this time. The Board requested that Secretary Buese send another response to let the Library Manager know her request has been discussed and to let her know that Sandy Pines is actually in the Salem Library district.

Old Business: None

New Business:

- 1. Resolution to Authorize Final Payment to the Christman Company; Motion, Buese:** Trustees Buese and Antkoviak provided the Board with an update and explanation of the final payment to the Christman Company stating that while the contract is done and the final payment has been sent, due to warranties and a few outstanding issues, the contract is not complete and only ends our relationship with the USDA accept for the yearly report.

Motion: Trustee Antkoviak moved to accept the Resolution to Authorize Final Payment to the Christman Company, Trustee Kiella support, passed.

Board Comments: The Trustees thanked Director Deery for his expertise with the library and the community, stating that he will be missed. Trustee Kiella reflected on Director Deery’s time at the Allegan District Library saying that Director Deerys stepped up in an exemplary way and he feels as though he is losing a friend.

The Trustees also acknowledged Assistant Director Erlandson for her large role in the building project and look forward to working with her as Interim Director.

Trustee Antkoviak conveyed that the Board is working well together in the search for a new Director and that they are capable of bringing in a great candidate.

Assistant Director Erlandson stated that Director Deery left a good opening for the library to find a really great new Director.

Director Deery agreed with Assistant Director Erlandson in that this is an exciting library for new Director to join with a great team and a Board he has learned a lot from. He also stated that it is common for people to apply for a Director position late because they don't want to seem as though they did not think it through.

Adjournment

By acclaim the meeting was adjourned at 8:19 PM. Next board meeting is February 17, 2020.

Billie Spicer
Administrative Assistant