

**Allegan District Library
Board of Trustees Meeting
December 20, 2021**

Call to Order: The regular monthly board meeting was called to order by Trustee Kiella at 7:14 PM.

Trustees present: Michael Kiella, President
Peter Savage, Vice President
Sue Buese, Secretary
Chris Antkoviak, Treasurer
Judi McCall, Trustee
Betty McDaniel, Trustee
Kevin Huff, Trustee

Also present: Pamela Armstrong, Director
Devin Erlandson, Assistant Director
Casey Walle, Administrative Assistant

Pledge: The Pledge of Allegiance was recited.

Corrections/additions to the agenda, excusing of absences: One addition to the agenda under New Business, so noted.

Motion: Trustee Antkoviak moved to approve the addition to the agenda, Trustee Savage support. All in favor, passed.

Verification of Quorum: Quorum is present.

Consent Agenda:

Motion: Trustee McCall moved to accept the consent agenda, Trustee Huff support. All in favor, passed.

Public Comment: None.

Action on Committee Reports:

1. **Facilities Committee – Emergency Closure Policy:** Trustee Kiella presented the updated Emergency Closure Policy. Discussion.

Motion: Trustee Huff moved to adopt the current version of the Emergency Closure Policy, Trustee Buese support. All in favor, passed.

2. **Personnel Committee – Personnel Policy Section 12.4 Exit Interview Policy:** Trustee Buese presented the revised Exit Interview Policy 12.4.

Motion: Trustee Buese moved to approve the revised Exit Interview Policy. Trustee McDaniel support. All in favor, passed.

3. **Personnel Committee – Sign Whistleblower Policy:** Trustee Buese presented the updated language for yearly approval of the Whistleblower Policy. Discussion.

Motion: Trustee Antkoviak moved to approve the updated language of the Whistleblower Policy, Trustee McDaniel support. All in favor, passed.

Action on bills to be paid:

Motion: Trustee Huff moved to pay the November bills and payroll in the amount of \$49,712.12, Trustee Antkoviak support. All in favor, passed.

Communications: None.

Old Business: None.

New Business:

1. **2022 Committee Assignments:** Trustee Buese presented the 2022 Committee Assignments (with first listed as head of committee)

Budget & Finance: Trustees Savage, Kiella, and Huff

Personnel: Trustees Buese, McCall, and McDaniel

Facilities: Trustees McCall, Huff, and Antkoviak

Planned Giving/Fundraising: Trustees McDaniel, Savage, and Kiella

Discussion. A note of clarification was suggested: the Director(s) are in charge of setting the time, place, and content of agenda for committee meetings.

2. **Vote in the Slate of Officers:**

President: Sue Buese

Vice President: Judi McCall

Treasurer: Peter Savage

Secretary: Betty McDaniel

Motion: Trustee Kiella moved to unanimously elect the slate of officers, Trustee Savage support. Unanimously elected, passed.

3. **Remove Trustee Antkoviak and add Trustee Savage to Bank Accounts:** Director Armstrong presented a plan to remove Trustee Antkoviak and add Trustee Savage to the Bank Accounts in 2022.

Motion: Trustee McCall moved to remove Trustee Antkoviak and add Trustee Savage to Bank Accounts starting in 2022, Trustee McDaniel support. All in favor, passed.

4. **Foster Swift Collins & Smith PC New Rate Letter:** Director Armstrong presented the increased rate for Foster Swift Collins & Smith. Discussion.

Board Member Comments:

All Trustees thanked the outgoing Executive Committee for their services and thanked the incoming Executive Committee for stepping forward. Trustee Buese stated that she was excited about the coming year as she steps into her new role as Board President. Trustee McDaniel said she is looking forward to working on the Planned Giving/Fundraising Committee. Trustee Kiella encouraged everyone to enjoy this especially festive time of year, and to spend time focusing on how we can lead from the front. Director Armstrong reminded everyone that the Board Retreat is the 1st weekend in January and that she will be sending out homework.

Adjournment: By acclaim the meeting was adjourned at 8:09 pm. Next board meeting is January 17, 2021.

Casey Walle
Administrative Assistant