

**Allegan District Library
Board of Trustees Meeting
January 17, 2022**

Call to Order: The regular monthly board meeting was called to order by Trustee Buese at 7:00 PM.

Trustees present: Sue Buese, President
Peter Savage, Treasurer
Betty McDaniel, Secretary
Michael Kiella, Trustee
Chris Antkowiak, 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: Trustee McCall absent due to illness; requested to be excused.

Motion: Trustee Kiella moved to excuse Trustee McCall, Trustee Huff support. All in favor, passed.

Verification of Quorum: Quorum is present.

Consent Agenda: Director Armstrong suggested one amendment to the Director's Report "a member" should be corrected to "members".

Motion: Trustee Kiella moved to accept the consent agenda as amended, Trustee Savage support. All in favor, passed.

Public Comment: None.

Action on Committee Reports:

1. Personnel Committee – Calendar Year 2021 Retirement Disbursement:

Motion: Trustee McDaniel moved to approve the Calendar Year 2021 Retirement Disbursement, Trustee Kiella support. All in favor, passed.

2. Personnel Committee – Performance and Compensation Policy: Trustee McDaniel presented the new Performance and Compensation Policy. Discussion. Assistant Director Erlandson noted that the review period of every three years will be added to the footer of the policy.

Motion: Trustee Huff moved to approve the new Performance and Compensation Policy, Trustee Savage support. All in favor, passed.

3. **Personnel Committee – Personnel Policy: 7.1 Paid Time Off:** Trustee Buese presented the updated Personnel Policy 7.1.

Motion: Trustee Antkoviak moved to approve the updated Personnel Policy 7.1 Paid Time Off, Trustee Kiella support. All in favor, passed.

4. **Planned Giving Committee Report:** Trustee McDaniel presented the report.

Action on bills to be paid:

Motion: Trustee Kiella moved to pay the November bills and payroll in the amount of \$14,238.82, Trustee Antkoviak support. All in favor, passed.

Communications: None.

Old Business:

1. **Sign Whistleblower Policy:** Trustee McDaniel and Buese signed the Whistleblower Policy.

New Business:

1. **COVID-19 Transmission Procedure:** Director Armstrong presented the COVID-19 Transmission Procedure. Discussion.

Motion: Trustee Antkoviak moved to support the COVID-19 Transmission Procedure as written, Trustee Kiella support. All in favor, passed.

2. **2022 Board Meeting Calendar Dates:** Trustee Buese presented options for dates and times of 2022 Board Meetings. Discussion.

Motion: Trustee Kiella moved to accept the schedule of Board Meetings on the third Monday of each month at 6:30 PM, Trustee Huff support. All in favor, passed.

3. **Materials Selection and Request for Consideration Report:** Director Armstrong presented the Material Selection and Request for Consideration forms. Discussion. Addition of library card number was suggested.

4. **Local History Area Informational Report:** Assistant Director Erlandson presented a report on the Local History area.

Board Member Comments:

Trustee Kiella thanked Assistant Director Erlandson and Director Armstrong for bringing a tough situation with increasing COVID numbers to the table. Director Armstrong thanked the Board for doing right by the community and staff. Trustee Antkoviak asked to be excused from the February meeting as he will be on an annual holiday.

Adjournment:

Motion: Trustee Kiella moved to adjourn, Trustee Antkoviak support. All in favor, adjourned at 8:20 PM.

Next board meeting is February 21, 2022 .

Casey Walle
Administrative Assistant