

**Allegan District Library
Board of Trustees Meeting
April 18, 2022**

Call to Order: The regular monthly board meeting was called to order by Trustee Buese at 6:30 PM.

Trustees present: Sue Buese, President
Judi McCall, Vice President
Peter Savage, Treasurer
Betty McDaniel, Secretary
Michael Kiella, Trustee
Kevin Huff, Trustee
Chris Antkowiak, 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 Personnel Committee: Report on Exit Interview, should be corrected to two Exit Interviews.

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

Verification of Quorum: Quorum is present.

Consent Agenda:

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

Public Comment: None.

Action on Committee Reports:

1. **Personnel Committee – Director Evaluation Timeline:** Trustee Buese presented an overview of the Director Evaluation distributed to the board members and instructions for completing them.
2. **Personnel Committee – Report on Exit Interviews (two):** Trustee Buese presented the notes and observations from the Youth Services and Programming Librarian exit interview. Trustee McCall presented notes and observations from the Member Services Associate exit interview. Discussion.

3. **Facilities Committee – ACLA Staff Training Day/Library Closure October 10:** Trustee Antkoviak presented an opportunity for ADL to host the ACLA training day on October 10th with the suggestion of closing on that day so that all staff are able to attend. Discussion.

Motion: Trustee Kiella moved to allow Director Armstrong to use her discretion in inviting ACLA to use the facility for their training day and close the library on October 10, Trustee Huff support. All in favor, passed.

4. **Facilities Committee – Security Camera Policy:** Trustee Huff presented the additional language to the Security Camera Policy.

Motion: Trustee Huff moved to approve the additional language to the Security Camera Policy to be in line with current policies and laws, Trustee Kiella support. All in favor, passed.

5. **Facilities Committee – Code of Conduct:** Trustee McCall presented the updated language to the Code of Conduct. Discussion.

Motion: Trustee McCall moved to approve the updated language with addition of the wording *while on library property* to bullet point six, Trustee Kiella support. All in favor, passed.

Action on bills to be paid:

Motion: Trustee Savage moved to pay the March bills and payroll in the amount of \$62,990.48, Trustee McCall support. All in favor, passed.

Communications: Director Armstrong conveyed Steve Angle of Angle & Associates will be retiring and has sold his business to Tim Hutchins. Discussion.

Old Business: None.

New Business: None.

Board Member Comments: Trustee McCall stated that the Continental Breakfast with the Board, Staff, and Friends went well. She added that her extraordinary wooden rabbit will soon be repaired after suffering a serious fall in the Carnegie room. Trustee Savage and Buese agreed with Trustee McCall about how well the breakfast went, and suggested that it should be repeated. Trustee Buese recommended the MLA website for webinars and programs for Trustees. Trustee Savage stated he was thankful for the opportunity to listen to suggestions from the exit interviews. Trustee Kiella recommended a thank you to the Friends for their contribution to Summer Reading. Additionally, he expressed his concern for the discourse surrounding libraries and book challenges. Director Armstrong reassured Trustee Kiella about book challenges and the systems in place to handle them and the review process. Director Armstrong stated that the position for Youth Services and Programming Librarian has been posted, and several qualified candidates have applied and are in the evaluation process for phone and in-person interviews.

Adjournment: Trustee McCall moved to close the meeting, Trustee Kiella support. All in favor, adjourned at 7:40 pm.

Next special board meeting is April 25, 2022.
Next regular board meeting is May 16, 2022.

Casey Walle
Administrative Assistant