

**Allegan District Library
Board of Trustees Meeting
February 21, 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

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 Antkoviak absent; requested to be excused.

Motion: Trustee Kiella moved to excuse Trustee Antkoviak, Trustee Savage support. All in favor, passed.

Verification of Quorum: Quorum is present.

Consent Agenda:

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

Public Comment: None.

Action on Committee Reports:

1. **Personnel Committee – Cataloging Technician Job Description:** Trustee Buese presented an overview of the updated Cataloging Technician job description.

Motion: Trustee moved to accept the updated Cataloging Technician job description, Trustee Kiella support. All in favor, passed.

2. **Personnel Committee – Social Security Numbers Privacy Policy:** Trustee McDaniel reviewed the policy with the update that it shall be reviewed every four years.

Motion: Trustee Huff moved to approve the Social Security Numbers Policy, Trustee Kiella support. All in favor, passed.

3. **Facilities Committee – Packet of Eight Library Policies:** Trustee McCall presented the Packet of Eight Policies (Animal, Community Artwork Display, Key Control, Local History Collection, Meeting Room, Notary Public, Security Camera, and WiFi Hotspot Policies) with the updated language of review dates.

Motion: Trustee Kiella moved to approve the updated Packet of Eight Policies, Trustee McDaniel support. All in favor, passed.

4. **Budget & Finance Committee – Mid-Year Budget Report:** Trustee Savage presented the Mid-Year Budget Report.

Motion: Trustee Kiella moved to accept the Mid-Year Budget Report, Trustee McCall support. All in favor, passed.

5. **Budget & Finance Committee – Credit and Debit Card Payment Policy:** Trustee Savage presented the updated credit and debit card payment policy.

Motion: Trustee Kiella moved to accept the updated Credit and Debit Card Payment Policy, Trustee McCall support. All in favor, passed.

Action on bills to be paid:

Motion: Trustee Kiella moved to pay the January bills and payroll in the amount of \$102,636.18, Trustee Huff support. All in favor, passed.

Communications: Trustee Buese and Director Armstrong explained that the questions and concerns addressed in the phone calls and emails received were answered to the best of their abilities. Director Armstrong added that in hopes of mending the disconnect between software issues, the next step of upgrading the computers has commenced. Discussion.

Old Business: None.

New Business:

1. **COVID-19 Update:** Director Armstrong presented an update on Covid-19. Discussion.

Motion: Trustee Kiella moved to support the update on COVID-19, Trustee McCall support. All in favor, passed.

2. **Key holder Agreements for Board Members:** Director Armstrong presented the agreement for key holders to sign in accordance with policy.

Board Member Comments:

Trustee McCall expressed her thanks for the sensational curbside packets and terrific programs. Trustee Savage stated that feedback regarding home schooling and use of the library from the strategic planning was interesting.

Adjournment:

Motion: Trustee McCall moved to adjourn, Trustee Kiella support. All in favor, adjourned at 7:30 PM.

Next board meeting is March 21, 2022

Casey Walle
Administrative Assistant