

**Allegan District Library
Board of Trustees Meeting
June 20, 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
Michael Kiella, Trustee
Kevin Huff, Trustee
Chris Antkoviak, 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 McDaniel absent; requested to be excused.

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

Verification of Quorum: Quorum is present.

- 1. Consent Agenda:** Three corrections to the agenda. Under Closed Session, number two should read, "Roll call vote: Trustee Antkoviak- Aye, Trustee Huff- Aye, Trustee Kiella- Aye, Trustee McDaniel- Aye, Trustee Savage- Aye, Trustee McCall- Aye, Trustee Buese- Aye. Motion passed. Closed Session began at 7:18 PM." Number three and four should be included and read, "Return to open meeting 8:27 PM." And respectively, "Trustee Kiella moved to accept the minutes of the closed session and adjourn the meeting, Trustee Buese support. All in favor, adjourned at 8:27 PM." One addition to the agenda. Under Committee Meeting Minutes, Budget and Finance Committee Minutes should be included.

Motion: Trustee Kiella moved to accept amended changes and addition of Budget and Finance Committee Minutes to the Consent Agenda, Trustee McCall support. All in favor, passed.

Public Comment: None.

Budget Hearing

Motion: Trustee Huff moved to open budget hearing, Trustee Kiella support. Roll Call vote: Trustee Antkoviak- Aye, Trustee Huff- Aye, Trustee Kiella- Aye, Trustee Savage- Aye, Trustee McCall- Aye, Trustee Buese- Aye. Motion passed.

Appropriate notice for the budget hearing was posted. No members of the public were present.

Motion: Trustee Kiella moved to close budget hearing at 6:43 pm, Trustee Huff support. Roll Call vote: Trustee Antkoviak- Aye, Trustee Huff- Aye, Trustee Kiella- Aye, Trustee Savage- Aye, Trustee McCall- Aye, Trustee Buese- Aye. Motion passed.

Action on Committee Reports:

- 1. Personnel Committee – Adult Programming & Marketing Coordinator Job Description (including changes to Youth Services Librarian, Administrative Assistant, and Assistant Director Job Descriptions):** Trustee Buese presented the Adult Programming & Market Coordinator Job Description and subsequent changes to Youth Services Librarian, Administrative Assistant, and Assistant Director Job descriptions. Discussion.

Motion: Trustee Kiella moved to accept the new and revised job descriptions, Trustee McCall support. All in favor, passed.

- 2. Budget and Finance Committee – Approval of 2022-2023 Operating Budget:** Trustee Savage presented the 2022-2023 Operating Budget.

Motion: Trustee Savage moved to approve the 2022-2023 Operating Budget, Trustee Kiella support. Roll Call vote: Trustee Antkoviak- Aye, Trustee Huff- Aye, Trustee Kiella- Aye, Trustee Savage- Aye, Trustee McCall- Aye, Trustee Buese- Aye. Motion passed.

- 3. Budget and Finance Committee – Amend 2021-2022 Operating Budget:** Trustee Savage presented the amendments to the 2021- 2022 Operating Budget.

Motion: Trustee McCall moved to amend the 2021-2022 Operating Budget, Trustee Savage support. Roll Call vote: Trustee Antkoviak- Aye, Trustee Huff- Aye, Trustee Kiella- Aye, Trustee Savage- Aye, Trustee McCall- Aye, Trustee Buese- Aye. Motion passed.

- 4. Budget and Finance Committee – Report on Penal Fines:** Trustee Kiella communicated what he had learned about penal fines and how they are distributed.

- 5. Facilities Committee – Disclosure of Records and Confidentiality Policy:** Trustee Antkoviak presented the Disclosure of Records and Confidentiality Policy, noting that it seems reasonable and understandable. Discussion.

Motion: Trustee Antkoviak moved to approve the Disclosure of Records and Confidentiality Policy, Trustee Kiella support. All in favor, passed.

Action on bills to be paid:

Motion: Trustee Savage moved to pay the May bills and payroll in the amount of \$57,821.05, Trustee McCall support. All in favor, passed.

Communications: Trustee Buese presented a letter written by Trustee McDaniel stating that she would be resigning at the end of her term.

Old Business: None.

New Business: None.

Board Member Comments: Trustee Buese stated that she feels that the library is moving in right direction by expanding the personnel roster to include an Adult Programmer & Marketing Coordinator. Trustee Savage agreed with Trustee Buese and added that the library is in good shape and doing well in aligning with the Strategic Plan. Trustee McCall commented that she was pleased to see the staff training reports and the important content around homelessness that is being provided via these trainings. Trustee Antkoviak stated

that he would not be running for the Board again, and hopes to let the community know before people go to fill out their ballot. Trustee Huff asserted an appreciation for the Friends of the Library and their contribution to Bridgefest in funding the inflatables and Wendy & DB. Director Armstrong expressed that things are going well and is pleased that everyone works well together.

Next regular board meeting is July 18, 2022.

Casey Walle
Administrative Assistant