

**Allegan District Library
Board of Trustees Meeting
March 21, 2022**

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

Trustees present: Judi McCall, Vice President
Peter Savage, Treasurer
Betty McDaniel, Secretary
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: Two additions to the agenda, Personnel Committee Meeting Minutes and Current Role Profile and Compensation Matrix. Trustee Buese absent; requested to be excused.

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

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

Verification of Quorum: Quorum is present.

Consent Agenda:

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

Public Comment: None.

Action on Committee Reports:

1. **Personnel Committee – Member Services Associate Job Descriptions:** Trustee McDaniel presented an overview of the tiered job descriptions under the heading(s) of Member Services Associate I, II, and III. Discussion.

Motion: Trustee Kiella moved to accept the job descriptions of Member Services Associate I, II, and III, Trustee McDaniel support. All in favor, passed.

2. **Personnel Committee – Role Profile and Compensation Matrix:** Trustee McCall presented the new Role Profile and Compensation Matrix. Discussion.

Motion: Trustee McDaniel moved to approve the new Role Profile and Compensation Matrix, Trustee Kiella support. All in favor, passed.

3. **Facilities Committee – Report on Safety Meetings, Safety Chair Antkoviak:** Trustee McCall presented the Facilities Committee Report and shared that there was now a sub Facilities Committee to handle safety issues, with Trustee Antkoviak as Chair of the Safety Committee.
4. **Budget & Finance Committee – Fund Balance Policy:** Trustee Savage presented the Fund Balance Policy with proposed word changes starting in number five with the insertion of “unassigned” in place of assigned. The proposed first full sentence of five begins, “The Library will maintain a minimum *unassigned* fund balance in its General Fund of 20 percent of the subsequent...” Number five, Subsection **a) Replenishing deficiencies** proposed wording, “When the fund balance falls below the minimum 20 percent...” Number five, Subsection **b) Surplus fund balance** to be deleted. Discussion.

Motion: Trustee Huff moved to accept the changes to the Fund Balance Policy, Trustee Savage support. All in favor, passed.

Action on bills to be paid:

Motion: Trustee Savage moved to pay the February bills and payroll in the amount of \$42,595.08, Trustee Antkoviak support. All in favor, passed.

Communications: None.

Old Business: None.

New Business:

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

Board Member Comments:

Trustee McCall expressed her appreciation for the connections being made throughout the community by Director Armstrong, stating it reflects well on the library. Trustee Kiella asked that the staff pay attention to the indigent population that may be perceived as intimidating to library patrons entering the building. Director Armstrong assured Trustee Kiella that the staff have watched a presentation on homelessness and trauma, and learned about compassionate empathy towards people experiencing such issues and how to approach difficult topics. Trustee Antkoviak noted how pleased he was when reading the newsletter. Assistant Director Erlandson and Director Armstrong thanked the Board for approving the Member Services Job Descriptions and Compensation Matrix.

Closed Session:

1. Director Armstrong requested that the Board move into a Closed Session.

2. Trustee Kiella moved to go into Closed Session, Trustee McCall support. Roll call vote was taken, all in favor, passed.
3. Trustee McDaniel presented the Director Work Agreement
4. Trustee Kiella moved voted to end the closed session, Trustee Savage support. All in favor, passed.

Motion: Trustee Kiella moved to accept minutes of closed session, Trustee McCall support. All in favor, passed.

Adjournment: Trustee Kiella moved to close the meeting, Trustee Savage support. All in favor, adjourned at 7:47 pm.

Next board meeting is April 18, 2022

Casey Walle
Administrative Assistant