

**Allegan District Library
Board of Trustees Meeting
May 16, 2022**

Call to Order: The regular monthly board meeting was called to order by Trustee Buese at 6:28 PM.

Trustees present: Sue Buese, President
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: One addition to the agenda, under New Business: Elections- Terms and Deadline for Ballot.

Verification of Quorum: Quorum is present.

Consent Agenda: Two corrections to the agenda. Under the Director's Report, current hours should be corrected from 10-6 to 10-8. Under minutes of the Facilities Committee II-A. the minutes should read, "Transference of accounting services on a month-to-month basis to Tim Hutchens as of May 1, 2022."

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

Public Comment: None.

Action on Committee Reports:

1. **Personnel Committee – Recommendation of Salary Line Item Budget FY 22-23:** Trustee Buese presented an overview of the Recommendation of Salary Line Item Budget FY 22-23, which includes an increase in salaries and a forthcoming potential full time position. Discussion.
2. **Facilities Committee – Library Closure December 8 for Staff Training:** Trustee Huff communicated the request for closing the library on December 8th.

Motion: Trustee Huff moved to close the library on December 8th for staff training, Trustee Buese support. All in favor, passed.

3. **Facilities Committee – Report on Accounting and Auditor:** Trustee Antkoviak reported on the retirement of the accountant and auditor. Discussion.

Motion: Trustee Antkoviak moved to continue service with Tim Hutchens, CPA, P.C., on a month-to-month basis with the caveat of the Facilities Committee making reasonable efforts to determine if the library should seek services from another firm via competitive bids, Trustee McCall support. All in favor, passed.

Motion: Trustee Antkoviak moved to continue service with Vredevelde Haefner based upon a notable record of appropriate and quality service, Trustee Kiella support. All in favor, passed.

4. **Budget and Finance Committee – First Reading of Operating Budget FY22-23:** Trustee Savage presented the First Reading of the Operating Budget for Fiscal Year 2022-2023. Discussion.

Action on bills to be paid:

Motion: Trustee Savage moved to pay the April bills and payroll in the amount of \$247,078.47, Trustee Huff support. All in favor, passed.

Communications: Director Armstrong shared the award from the United Way and newspaper mention bestowed upon the Friends of the Allegan District Library.

Old Business: None.

New Business: Elections- Terms and Deadline for Ballot: Trustee Buese shared the term limits of the board members and the deadline of August 16th, 2022 by 4pm for submitting necessary documentation to have their name on the ballot.

Board Member Comments: Trustee Savage commented on his enjoyment of the illustrations included in the Director's Report. Director Armstrong stated that she was trying to align the Director's Report to the goals outlined in the Strategic Plan.

Closed Session:

1. Director Armstrong requested that the Board move into a Closed Session.
2. Trustee Kiella moved to go into Closed Session, Trustee Antkoviak support. 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.
3. Return to open meeting 8:27 PM.
4. 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.

Closed Session Minutes submitted by Betty McDaniel.

Next regular board meeting is June 20, 2022.

Casey Walle
Administrative Assistant