

**Allegan District Library
Board of Trustees Meeting
November 19, 2024**

Call to Order: The regular monthly board meeting was called to order by Trustee Buese at 5:59 PM.

Trustees present: Sue Buese, President
Judi McCall, Vice President
Peter Savage, Treasurer
MartyRose McLeod, Secretary
Michael Kiella, Trustee
Carol Doeringer, Trustee
Jen Conrad, Trustee

Also present: Pam Armstrong, Director
Devin Erlandson, Assistant Director
Casey Walle, Administrative Assistant

Pledge: The Pledge of Allegiance was recited.

Corrections/additions to the agenda:

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

Excusing of absences: None.

Verification of Quorum: Quorum is present.

Consent Agenda:

Motion: Trustee Kiella moved to accept the Consent Agenda, Trustee McLeod support. All in favor, passed.

Public Comment: None.

Action on Committee Reports:

1. Facilities Committee – Loan Policy: Trustee McCall presented the revisions to the Loan Policy. Discussion.

Motion: Trustee McLeod moved to approve the revisions to the Loan Policy, Trustee Conrad support. All in favor, passed.

2. Budget & Finance Committee – Resolution for ACH and Electronic Transactions: Trustee Savage presented the Resolution for ACH and Electronic Transactions.

Motion: Trustee Savage moved to approve the Resolution for ACH and Electronic Transactions, Trustee Kiella support. Roll Call vote: Trustee Doeringer- Aye, Trustee Kiella- Aye, Trustee Savage- Aye, Trustee McCall-Aye, Trustee Conrad- Aye, Trustee McLeod- Aye, Trustee Buese- Aye. Motion passed.

3. Budget & Finance Committee – Automated Clearing House and Electronic Transactions of Funds Policy: Trustee Savage presented the ACH and ETF Policy. Discussion.

Motion: Trustee Savage moved to approve the Automated Clearing House and Electronic Transactions of Funds Policy, Trustee Kiella support. All in favor, passed.

Action on bills to be paid: Discussion.

Motion: Trustee Kiella moved to pay the October bills and payroll in the amount of \$113,212.12, Trustee McCall support. All in favor, passed

Communications: Director Armstrong shared that the City of Allegan recently sent a letter concerning an investigation into lead pipes being used for water.

Old Business: None.

New Business: None.

Board Member Comments:

Trustee Buese asked that Board members interested in a role as an Officer for the upcoming year, contact her before the December meeting. Discussion. Trustee Kiella asked for an update concerning the former Facilities Coordinator. Director Armstrong shared an update. Trustee Buese inquired about the status of the employee roster. Director Armstrong shared that the library is fully staffed—with brief character abstracts of recent hires. Trustee Conrad stated she has a scheduling conflict with the next two meetings. Discussion. Trustee Kiella praised Director Armstrong and Assistant Director Erlandson for hiring the right people. Trustee McLeod asked if the December meeting would include treats. Discussion. Trustee Buese proposed changing the December meeting from Tuesday to Monday. Discussion. Trustee Savage asked about additional bank accounts. Director Armstrong stated that the Financial Advisor would be presenting his findings to the Budget and Finance Committee.

Adjournment: Trustee McCall moved to close the meeting, Trustee McLeod support. All in favor, adjourned at 6:50 PM.

Next regular board meeting is December 16, 2024

Casey Walle,
Administrative Assistant