

**Allegan District Library
Board of Trustees Meeting
November 15, 2021**

Call to Order: The regular monthly board meeting was called to order by Trustee Kiella at 7:01 PM.

Trustees present: Michael Kiella, President
Peter Savage, Vice President
Sue Buese, Secretary
Chris Antkoviak, Treasurer
Judi McCall, Trustee
Betty McDaniel, 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 Huff absent due to travel conflicts; requested absence to be excused. One addition to the agenda under New Business, so noted.

Motion: Trustee McCall moved to excuse Trustee Huff and approve the addition to agenda, Trustee Savage support. All in favor, passed.

Verification of Quorum: Quorum is present.

Consent Agenda:

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

Public Comment: None.

Action on Committee Reports:

1. **Personnel Committee – Personnel Policy 3.05 Revision:** Trustee Buese presented the revision addressing meal breaks. Discussion.

Motion: Trustee McDaniel moved to accept the revision to Personnel Policy 3.05, Trustee McCall support. All in favor, passed.

2. **Personnel Committee – Exit Interview Changes:** Trustee Kiella presented the addition to Personnel Policy 12.4. Additionally, he presented the recommendation to rescind the Exit Interview Policy. Discussion. Personnel Policy 12.4 was remanded to the Personnel Committee to present by February 2021.

Motion: Trustee Savage moved to rescind the Exit Interview Policy. Trustee Kiella will rewrite as a Board procedure, Trustee Buese support. All in favor, passed.

- 3. Facilities Committee – Report on Policy Review Matrix:** Trustee McCall presented the Policy Review Matrix. Discussion. Trustee Antkoviak suggested that the Emergency Plan be recoded to a high priority.

Motion: Trustee Antkoviak moved to amend and accept the Policy Review Matrix as a work plan document, Trustee McCall support. All in favor, passed.

- 4. Facilities Committee – Rescind Limited English Proficiency Policy:** Trustee Kiella explained that the policy was required by the USDA to obtain a federal loan, and that with our current loan it is no longer needed. Discussion.

Motion: Trustee Antkoviak moved to rescind the Limited English Proficiency Policy, Trustee McDaniel support. All in favor, passed.

- 5. Budget & Finance Committee – Investment Proposal:** Trustee Antkoviak presented the Investment Proposal. Discussion.

Motion: Trustee McCall moved to accept the Investment Proposal, Trustee Buese support. All in favor, passed.

Action on bills to be paid:

Motion: Trustee Antkoviak moved to pay the October bills and payroll in the amount of \$83,476.09, Trustee Savage support. All in favor, passed.

Communications:

Trustee Buese described two emails received from Library Staff regarding policy and miscommunication, which was promptly resolved by the Directors.

Old Business: None.

New Business:

- 1. Nomination and Election of Officers:** Trustee Buese presented the members who expressed interest in particular roles on the Board. Discussion.

Motion: Trustee Kiella moved to close the nominations, Trustee McCall support. Unanimous, passed.

Motion: Trustee Antkoviak moved to accept the following slate of officers:

President: Sue Buese

Vice President: Judi McCall

Secretary: Betty McDaniel

Treasurer: Peter Savage

Trustee Savage support. Unanimous, passed.

2. January 7, 2022 Closure for Staff Training: Director Armstrong requested to close for Staff Training and Strategic Planning on January 7, 2022.

Motion: Trustee Buese moved to close the Library on January 7, 2022 for Staff Training and Strategic Planning, Trustee Antkoviak support. All in favor, passed.

3. December 10, 2021 Open for Art Hop: Trustee McCall asked that the Board consider the possibility of the Library hosting an artist for Art Hop, if need be. Discussion. Trustee McDaniel and Savage volunteered to keep the Library open, if need be.

Motion: Trustee Antkoviak moved to keep the Library open on December 10, 2021 if need be, Trustee McDaniel support. All in favor, passed.

Board Member Comments:

Trustee Buese thanked Trustee Kiella and Trustee Antkoviak for their years of service. Trustee McCall asked if the December meeting would feature snacks. All members overwhelmingly said yes! Trustee Savage stated that he is looking forward to the December meeting and what next year brings. Trustee Kiella thanked everyone for trusting in his role and help in building the Library to what it is today. Director Armstrong thanked everyone for their hard work and imparted “keep on keeping on”. Assistant Director Erlandson thanked the Board for their hard work and service, and is excited to work with the new slate of officers.

Adjournment: By acclaim the meeting was adjourned at 8:39 pm. Next board meeting is December 20, 2021.

Casey Walle

Administrative Assistant