

Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
June 17, 2025 at 2:00 pm

Members Present: Jacqui Kuhn, Maria Musgrave, Danielle Simmons

Members Absent: Meghan Augustin (ex officio)

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 2:16 pm by Simmons.
- II. Approval of Agenda with correction of date and time motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Approval of March 4, 2025 Finance Committee Meeting Minutes motioned by Musgrave and seconded by Kuhn. All yes, motion passed.
- IV. Unfinished Business
 - a. Explore Funding Options for Building Project
 - i. Grants
 1. No update provided.
 - ii. USDA Loan
 1. The USDA application is still in process. Triangle representatives attended the special meeting earlier in the afternoon to speak to the board about funding options and necessary changes to Triangle's role if we continue with the USDA loan process. Bakovka estimates there is probably about \$100,000 worth of requirements needing to be completed for the USDA loan process.
 - iii. Millage
 1. The committee discussed the necessity of a millage as a funding source whether pursuing the USDA loan option or a bond option. Musgrave had previously received helpful information from RJ Naughton with PFM. Discussion ensued.
 - iv. Large Donors/Memorials
 1. No update provided.
- V. New Business
 - i. Salary/Wage Policy review

1. Bakovka presented the current salary and wage policy and accompanying data on salary and wage ranges for positions at similar sized libraries in Michigan for the committee to review. Each position was reviewed with the accompanying data to determine a recommendation to bring to the board. The committee recommends the following updates to the policy for the board to review:
 - a. Director salary range of \$47,000 to \$67,000 annually
 - b. Circulation Supervisor range of \$17 to \$20 per hour
 - c. Page range of state minimum wage to \$15 per hour
 2. Recommendation of the changes to the salary and wage policy outlined above motioned by Musgrave and seconded by Simmons. All yes, motion passed.
- ii. 2026 Budget Draft
1. Bakovka presented a draft budget and accompanying data to support budgeted income amounts. The committee reviewed each line item and recommended the following changes to the draft budget:
 - a. Change State Aid to \$10,000
 - b. Change Equipment to \$12,000
 - c. Change Accounting to \$15,000
 - d. Change Communications to \$5,000
 2. Recommendation of the draft budget with the changes outlined above motioned by Kuhn and seconded by Augustin. All yes, motion passed.

VI. Around the Table

- a. Discussed potential timing of next meeting but did not set a meeting date.
- b. No around the table due to time constraints.

VII. Adjournment of the meeting motioned by Simmons and seconded by Augustin. Meeting adjourned at 4:22 pm.