

Meeting Minutes

Henika District Library

Board of Trustees Meeting

July 15, 2025 at 6:30 p.m.

Members Present: Meghan Augustin, Rachel Brinks, Gary Marsh, Pam Meyer, Danielle Simmons, Deb Vander Slik

Members Absent: Jacqui Kuhn

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:31 p.m. by Augustin.
- II. Approval of Agenda motioned by Meyer and seconded by Simmons. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community present.
- IV. Approval of Meeting Minutes
 - A. June 2025 regular meeting minutes. Augustin motioned to approve minutes, Vander Slik seconded. All yes, motion carried.
 - B. June 17, 2025 special meeting minutes. Brinks motioned to approve minutes, Meyer seconded. All yes, motion carried.
- V. Financial Reports for June 2025
 - A. Monthly check register was reviewed. One check was written to Evan Haller for a youth program that was not included in the print-out.
 - B. Credit card detail report was reviewed.
 - C. YTD Budget vs Actual was reviewed. The report came on time and with no errors!
 - D. United Bank accounts were reviewed.
 1. We have one CD coming up for renewal. Augustin motioned to renew the CD ending in 228 at the special rate on its maturity date (July 23, 2025).
 - a) Meyer - yes
 - b) Simmons - yes
 - c) Marsh - yes

- d) Vander Slik - yes
- e) Augustin - yes
- f) Brinks - yes
- E. Approval of paid bills motioned by Brinks and seconded by Augustin. All yes, motion passed.

VI. Director's Report for June 2025

It was a busy month. SummerFest went well, but with lower numbers than last year (potentially due to other events in the area on the same day). The dunk tank was a huge hit. There was a lot of engagement with people about the expansion. The book sale made \$369 (vs \$750 last year). We sold 5 t-shirts. The dunk tank grossed \$692 (\$310 was initial investment). Since SummerFest, we have received one \$500 and one \$1000 donation from individuals. Next year, SummerFest will only be one day. Cierra and Abby attended the ALA conference and had trouble with Southwest Airlines. Bakovka has forwarded hotel and mileage bills to Southwest and is asking for reimbursement. The parking lot was restriped and the handicap signs were placed out. Arnie from neighboring business will be trimming our trees that are overhanging onto his property, at his expense. Bakovka is still discussing the copier lease agreement with Applied Innovation and is trying to lower the amount we have been paying on overage charges.

- A. Monthly Statistics were reviewed. Last year, SummerFest attendees were counted under Events, this year they were not. We are currently at around 85% of participation in Summer Reading compared to last year's numbers.
- B. The Youth Services report was reviewed. Messy Play Mondays were very popular. Other events were also well-attended.
- C. The Adult Services report was reviewed. The Dungeons and Dragons program had 9 attendees and there have been multiple calls about doing it again. Bingo Brunch has started and is one of the most popular programs in the summer.
- D. The Circulation report was reviewed. Circulation numbers are quite a lot lower than they were this time last year. The seed library has been more popular this year than last year, even though June's numbers were on the low side. Niche Academy did very well with 60 views.

VII. Committee Reports

- A. June 17, 2025 Finance Committee. Meeting minutes were reviewed. It was a thorough, productive meeting.
- B. July 14, 2025 Building & Grounds Committee. Meeting minutes were reviewed. The meeting was unofficial due to quorum not being met. We will be setting a new meeting date soon.

VIII. Unfinished Business

- A. Facade Grant
 - 1. Discussed lighting proposals. Marsh motioned to use Ambrose Electrical and their proposal for outdoor lighting, minus the chandelier, retaining

director discretion for choosing an appropriate lighting option in the portico. Brinks seconded. Roll call vote:

- a) Meyer - yes
- b) Simmons - no
- c) Marsh - yes
- d) Vander Slik - yes
- e) Augustin - yes
- f) Brinks - yes

Motion carried.

IX. New Business

A. New Trustee Applications

- 1. We reviewed the applications and discussed the pros and cons of each. Augustin motioned to recommend Elizabeth Engles to the City for the open board position. Simmons seconded. All yes, motion carried.

B. Salary & Raise Policy Revision Draft

- 1. Reviewed the draft that the finance committee proposed. Augustin motioned to approve the revision as drafted. Meyer seconded. 5 yes. 1 abstained. Motion carried.

C. Professional Fundraiser

- 1. The planning committee has requested to put together an RFP for a professional fundraiser. Request granted. RFP will be brought to the board at the next meeting.

D. Set Budget Hearing

- 1. Augustin motioned to set the budget hearing for August 12, 2025 at 6pm. Meyer seconded. All yes. Motion carried.

X. Around the table

- A. Meyer - nothing to add
- B. Simmons - nothing to add
- C. Marsh - nothing to add
- D. Bakovka - Grateful for a great pool of applicants for the board position. Thinks we're improving in our decision-making.
- E. Vander Slik - nothing to add
- F. Augustin - It was great to see plenty of applicants for the position. Everyone is doing great work with Summer Reading; is excited to see finisher stats.
- G. Brinks - nothing to add

XI. Adjournment of the meeting motioned by Augustin and seconded by Brinks. Meeting adjourned at 8:49 pm.