

## Meeting Minutes

Henika District Library

Board of Trustees Meeting

September 9, 2025 at 6:30 p.m.

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

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:30 p.m. by Augustin.
- II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community present.
- IV. Approval of Meeting Minutes
  - A. August 2025 Budget Meeting minutes: Augustin motioned to approve the meeting minutes with the addition of the year 2025 to the meeting date and corrected spelling of Elizabeth's last name. Seconded by Brinks. All yes, motion carried.
  - B. August 2025 Regular Meeting minutes: Brinks motioned to approve the meeting minutes with the addition of the year 2025 to the meeting date and corrected spelling of Elizabeth's last name. Seconded by Augustin. All yes, motion carried.
- V. Financial Reports for August 2025
  - A. Approval of paid bills motioned by Brinks and seconded by Kuhn.
  - B. Monthly check register was reviewed. There was a tax chargeback with the City of Wayland. Ambrose was paid for the new exterior lighting. The down payment for the new windows was made to ML Windows.
  - C. Credit card detail report was reviewed. Southwest Airlines refunded us for flight mistakes. Lowe's charge was for our new handicap parking sign holders.
  - D. YTD vs Actual was reviewed.
  - E. United Bank accounts were reviewed.
  - F. All yes for approval of paid bills, motion carried.

## VI. Director's Report for August 2025

Library Month Bingo is happening currently. Brittany has started working as the new circulation assistant. The parking lot potholes have been filled. The new exterior lighting is up. The grant that covers Niche Academy and our mobile hotspots will be ending at the end of the year. Allegan County Library Association does training every once in a while, so the staff will be doing an all-day training in place of their regular staff meeting this month. Fall and Halloween decorating will begin soon!

- A. Monthly Statistics were reviewed. August traffic slowed down a bit. Also, we did fewer programs in August, so attendance was down naturally from that.
- B. The Youth Services report was reviewed. Joel's Magic Show, Preschool Playtime, and Snakes for Kids were all popular.
- C. The Adult Services report was reviewed.
- D. The Circulation report was reviewed. Circulation numbers are down in general. New library card sign-ups are still consistently high compared to previous years. Niche Academy numbers are up.

## VII. Committee Reports

- A. Planning Committee met 9/4/2025.
  - 1. Simmons summarized the meeting minutes for the board. There will be a Halloween haunted house in the library to raise funds for the building expansion, and Cierra still needs 10 volunteers to help.

## VIII. Unfinished Business (None)

## IX. New Business

- A. Policy Revisions
  - 1. Issuing of Library Cards
  - 2. Overdue Fines and Bills
  - 3. Reimbursement for Lost and Paid Materials
  - 4. Patron Request for Account Information
  - 5. Patron Library Cards
  - 6. Loan Periods

The board reviewed the proposed changes and updates to the above policies. Augustin motioned to accept the revisions with the discussed changes. Marsh seconded. All yes, motion carried.

- B. Fundraiser RFP Interview Questions
  - 1. The board reviewed the potential interview questions and adjusted them.
- C. Q4 Meeting Dates
  - 1. Reviewed the meeting dates through the end of the year.

## X. Around the table

- A. Vander Slik - Nothing to add.
- B. Kuhn - Used the new credit card machine and is thankful for that option.
- C. Meyers - Nothing to add.
- D. Engels - Injured her hand and needed pins. Mentioned that the director of the Dorr Township Library resigned.
- E. Simmons - Nothing to add.
- F. Marsh - The company that resingled the library also did his barn, and some of his barn shingles have fallen off. Learned that the owner of the company is no longer at the same address and can't be reached to fix the problem.
- G. Bakovka - Is excited about library card sign-up month! Reminded board to welcome Brittany and that she still needs volunteers for the haunted house.
- H. Augustin - The finance committee needs to check in right after the meeting.
- I. Brinks - Nothing to add.

XI. Adjournment of the meeting motioned by Augustin and seconded by Brinks. Meeting adjourned at 8:00 p.m.