

# MINUTES

Henika District Library

Board of Trustees Meeting

June 11<sup>th</sup>, 2024 at 6:30pm

- I. Call to Order 6:36 pm by: Augustin
  - a. Members Present: Gary Marsh, Meghan Augustin, Tami Fryling, Danielle Simmons, Suzie Byville, Sarah Powell
  - b. Members Absent: Jacqui Kuhn, Maria Musgrave,
  - c. Staff Present: Cierra Bakovka
  - d. Guests: Ryan Brown from Decker Agency, Aviv Karni
  
- II. Approval of Agenda: 1<sup>st</sup> = Fryling 2<sup>nd</sup> = Augustin. All in favor.
  
- III. Community Opportunity to Address the Board: Aviv: Was stationed at "Friends of the Library" booth during Wayland Summerfest on 6/8/24. Had lots of interest, pamphlets handed out.
  
- IV. Approval of Meeting Minutes: 1<sup>st</sup> = Fryling 2<sup>nd</sup> = Augustin. All in favor.
  
- V. Financial Reports:
  - a. Approval of Paid Bills: A couple of utility bills are dual noted as June bills arrived early. Bakovka was already reimbursed for mileage to Mackinaw City. One pothole has been filled/paid.
  - b. Credit Card Detail Report: Bakovka provided clarification on the following: Etsy charges for Summer reading t-shirts, Discoutmugs = Henika bags, Calendly = annual renewal,

Sticker mule = promotional products, Squishable = summer reading prizes.

- c. Year-to-date: no issues. Budget amendment from April noted.
  - d. Bank accounts: no issues. New CD noted.  
1<sup>st</sup> = Augustin 2<sup>nd</sup> = Simmons. All in favor to pay bills as reported.
- VI. Director's Report. Summerfest was very successful. Book sales \$545.00 Multiple Summer readers signed up, especially adults. New Employee started (only here for summer) and plans in place to fill position once he leaves. Director has one more class to finish Financial Certificate program and has a mentor from the Michigan Library Association project. Director applied for 2 Grants this month. She is going to ALA conference by end of July.
- a. Monthly Statistics: May patrons' number higher than 2022 but less than 2023. Friday was busiest day of the week followed by Monday. See attached individual reports.
  - b. Youth Report: Youth programs going well. See attached individual program reports.
  - c. Adult Report: somewhat flat other than BINGO. Seed library is currently active, new packs at Library. See attached reports on programs for specific numbers.
- VII. Circulation Report: 17 new patron accounts for May. Audio books will be scaled down in the library as the numbers participating continues to decline.
- VIII. Committee Reports: Some positions need to be moved around due to board member changes.

- a. Building and Grounds 5/29/24: Parking lot improvements have started and pending Grants are in place for further upgrades. Decision was made to not allow neighboring businesses continue to use parking lot due to liability concerns and non-sharing of maintenance costs. Board members in agreement.
- b. Finance – no new updates
- c. Planning: continued evaluation of current strategic plan and progress being made. Will be moving this committee schedule to twice annually. Anticipate having member changes in place by September.

IX. Unfinished Business: none

X. New Business

- a. Building and Library insurance. (Decker Agency) Big premium increase due largely to roof replacement from April 2023 hailstorm. Increased from \$2,527.00 to \$6,463.00 annual premium due to industry “Five-year loss ratio” calculations totaling 1033%. Per Decker representative, other insurance companies were quoted will not take on our building due to rating. Representative/John suggests increasing deductible to \$10,000 option to mitigate this increase.
  - i. Motion to discuss 1<sup>st</sup>=Byville, 2<sup>nd</sup>=Danielle.
  - ii. Roll call Vote on motion to keep current policy without increasing to \$10,000 deductible as savings on premium costs were minimal.
    - a. Danielle Yes
    - b. Suzy Yes
    - c. Gary yes

d. Meghan yes

e. Tami yes

Motion passed.

b. Façade Grant. By City of Wayland, opens July 1, 2024, closes Aug 1, 2024. Explained by Bakovka. The building committee recommends replacing windows in original building and add lighting to building exterior. Quotes are pending. Bakovka asking if Board agrees with her pursuing Grant.

i. Discussion held. All in agreement to have Bakovka apply for Façade Grant (pending response from Historical society)

c. Patron Behavior Policy: Dog behavior in library has become an issue. Current policy was reviewed with attorney and suggestions given for how to update our current policy. Current policy reviewed, last updated in 2018. New policy suggestion from attorney reviewed.

Motion to adopt new “Patron Behavior Policy” as written by attorney with one addition added into clothing section (III.T.) to allow visible swimsuits when specifically permitted by library events. 1<sup>st</sup> = Augustin, 2<sup>nd</sup> Byville. All in favor. Passed.

d. Violations Policy: Legally if anyone is asked to leave the library for violating the above policy, or any policy, patron is allowed process of an appeal. New Violations Policy, as suggested by attorney, reviewed. Discussion held. Motion to Adopt new Library Violations and Appeal Policy as provided by attorney. 1<sup>st</sup>=Augustin, 2<sup>nd</sup>=Fryling. All in favor, passed.

e. Resignation: Sarah Powell, effective immediately due to moving out of Wayland Township. Fond farewells expressed along with gratitude for her involvement.

XI. Around the table

- a. Marsh – Struggling with hearing loss, asks that everyone be more aware of communication methods and help him to be able to hear what is being discussed in this business arena being mindful to have only one conversation going at a time and speaking directly at him in a clear manner.
- b. Byville- her term ends effective June 30<sup>th</sup>. She has decided to end her involvement with the Board. Fond farewells and gratitude expressed for her involvement.
- c. Powell – resigned, not present
- d. Augustin – We’re doing good work. Sad about losing 2 board members but reminds all to attend summer meetings as much as possible so we can continue to get all our work done. New officer positions officially begin July 1, 2024. Will need to address committee member changes at next meeting. Also enjoyed Summerfest activities and is excited for involvement of local community members to start a “Friends of the Library”. Big fan of summer reading.
- e. Bakovka – Will notify Wayland township about the need for 2 new Board members. Going to San Diego in 2 weeks for ALA, excited to go. Very grateful for help during Summerfest. Staff very busy and looking forward to Summer Reading program, but this will make them even more busy.
- f. Fryling – nothing to add
- g. Simmons -nothing to add
- h. Musgrave – not present
- i. Kuhn – not present

XII. Next meeting July 16, 2024, 6:00pm

XIII. Adjournment at 8:33pm 1<sup>st</sup> = Fryling 2<sup>nd</sup> = Augustin