

Henika District Library
Meeting Minutes

Henika District Library
Board of Directors Meeting
July 8, 2021 at 6:00 pm

Members Present: Meghan Augustin, Amy Huyck, Jacqui Kuhn, Sara LeFevre, Maria Musgrave, Danielle Simmons

Members Absent: Suzy Byville, Gary Marsh

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:00 pm by Augustin.
- II. Approval of Agenda motioned by LeFevre and seconded by Musgrave. All yes, motion passed.
- III. Community Opportunity to Address the Board
 - a. Friends of the Library Update: Bakovka has shared resources with Deb Vander Slik. A four-person board is required to pay bills and certain bills must be paid before October 1, 2021 to avoid the dissolution of FOTL.
- IV. Approval of June 2021 Meeting Minutes motioned by Augustin and seconded by LeFevre. All yes, motion passed.
- V. Financial Reports for June 2021
 - a. Bakovka noted the need for budget amendments due to the insurance bill being \$124 over the budgeted amount.
 - b. The state aid amount was higher than expected in June.
 - c. The expense report reflects two months' worth of payments to Coverall of West Michigan. Gray paid forward prior to her departure and there was no payment reflected in the May report.
 - d. Credit Card Detail Report was reviewed.
 - e. YTD Budget vs. Actuals was reviewed.
 - f. United Bank accounts were reviewed.
 - g. Approval of paid bills motioned by Musgrave and seconded by Huyck. All yes, motion passed.
- VI. Director's Report
 - a. The Youth Services report was reviewed. In person programming began with Tunes N Tales, which was held outdoors with 8 child participants.

Bakovka has hired Christie Burgess for the Youth Services position; she will start on July 26, 2021.

- b. The Adult Services report was reviewed. Faith has attempted to hold two in person programs but did not have any participants. There was participation with the take home kits and passive origami programming.
- c. The circulation report statistics were reviewed.

VII. Old Business

- a. Bakovka presented additional information on pricing and services available through Timothy K. Hutchens PC and Walker, Fluke & Sheldon PLC. Discussion ensued regarding the two options for accounting services. Walker, Fluke & Sheldon offers free software that would remove the need to have QuickBooks. Huyck motioned to approve that Henika moves finances and payroll to Walker, Fluke & Sheldon, PLC Certified Public Accountants. LeFevre seconded. All yes, motion approved.
- b. Bakovka reached out to Janet at Lakeland Library Cooperative and determined that the Board can approve a bonus for library employees and bonuses can be paid through QuickBooks with employees' regular paychecks or via a separate check. Both methods are subject to IRS rules regarding withholding for supplemental income. The consensus of the Board was to pay bonuses via regular paychecks with automatic withholdings rather than a separate check requiring manually calculating withholdings. The Board discussed the appropriate methods for determining compensation for the additional duties Bethany took on for approximately six months to cover Stefanie's maternity leave and the transition in staff. The Board also discussed the importance of recognizing Ashley and Bethany for their long-time service to the library, especially through the challenges of the pandemic and transitions in staff. Augustin motioned to approve personnel compensation of \$2500 for Bethany for additional duties, as well as \$500 appreciation bonus each to Ashley and Bethany for their dedication to the library. LeFevre seconded. Motion approved.
- c. Library hours discussion moved to New Business.

VIII. New Business

- a. Grants
 - i. Allegan County libraries will all receive approximately \$900 to purchase Vox books, which are hardcover books with audio built in. The average cost is approximately \$50 apiece, so this grant allows Henika to purchase about 20 Vox books.
 - ii. There is an Emergency Connectivity Fund available through E Rate that will fund hot spots for patrons to check out. Bakovka updated the Acceptable Use policy to include remote devices. T Mobile devices are free with an agreement to 12 months of service. The

fund will allow Henika to offer 8 to 10 hot spots for patrons to check out for a week at a time. The grant will cover the cost for a year. Simmons motioned to accept the Acceptable Use Policy and Remote Devices Acceptable Use Policy. LeFevre seconded. All yes, motion passed.

- b. Budget amendments will be necessary due to an increase in insurance cost. Henika has also had higher than budgeted income this year. Bakovka asked the Board to start thinking about how the budget should be amended with these factors in mind. The Board discussed areas that could use additional funds, such as but not limited to: masonry work, carpeting, paint, storage solutions, furnishings, new housing for the internet connectivity equipment in the basement, programming, new computers, small covered space or gazebo outside, unit air filtration system, and security cameras. Bakovka noted that she would like to have the building inspected once the basement is cleaned out, in order to better prioritize projects.
- c. Augustin asked the Board if the current meeting schedule is still working or if a change should be considered. The Lakeland Library Cooperative meetings are the same day and are held in the morning, resulting in a 12 hour workday for Bakovka on the second Thursday of each month. The Board will revisit this at the August meeting.
- d. The Wayland Kiwanis Club is dissolving and has generously offered to donate up to \$1000 for one or two outdoor benches for the library. Bakovka presented three options to the Board, each with a plaque stating "Celebration of Reading. Kiwanis Club of Wayland." The Board discussed the options and the consensus was for Bakovka to present options 1 and 3 as the library's preferred options when she attends the Kiwanis Club meeting on July 13, 2021.
- e. Bakovka presented the plan to return to full open hours once Christie starts. Several Board members expressed desire to return to opening at 9, particularly during the school year. Bakovka has ordered door counters to assist in more accurately determining usage during extended hours. Further discussion of hours to continue at a future meeting. With support from the Board, effective July 26, 2021 the library will return to full time open hours of Monday 10-8, Tuesday 10-8, Wednesday 10-6, Thursday 10-6, Friday 10-4, and Saturday 10-2.

IX. Around the Table

- a. Bakovka is happy that the Board was able to look at things from different perspectives and come to an agreement. Also excited about the new grant opportunities.
- b. Simmons has reached out to the DDA contact for more information on grants for the façade. May not get a response back until after the Main Street Celebration.

- c. Musgrave is excited about the grant opportunities and anxious to get back to regular use. Thanked Amy for her work on the Board.
 - d. Huyck is excited for everyone and will miss the Board. This is her last meeting as a Board member.
 - e. LeFevre shared that there is a balloon fest planned for September 11, 2021 and one of the planners reached out to her about the library having a booth. Booths are \$50 but Nissa from 412 stated they would be willing to work with us if cost was an issue. LeFevre also reaching out to the City of Wayland about the broken parking blocks in the parking lot.
 - f. Kuhn thanked Amy for her commitment to the Board. Would like to see FOTL survive and encouraged the Board to connect anyone interested in helping the library with Deb.
 - g. Augustin thanked Amy for her work on the Board and stated that Bakovka is doing a great job jumping into her new role as Director. Echoed the sentiments on keeping FOTL going. Musgrave suggested reaching out to members of the DDA to see if any of them are interested in helping the FOTL.
- X. Adjournment: Meeting adjourned at 8:18 pm by Augustin