

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
December 10, 2024 at 6:30 pm

Members Present: Meghan Augustin, Rachel Brinks, Jacqui Kuhn, Gary Marsh, Pam Meyer, Maria Musgrave, Deb Vander Slik

Members Absent: Danielle Simmons

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:30 pm by Augustin.
- II. Approval of Agenda with addition of Secretary to Unfinished Business motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of November 2024 Regular Meeting Minutes motioned by Musgrave and seconded by Vander Slik. All yes, motion passed.
- V. Financial Reports for November 2024
 - a. Monthly check register was reviewed. Standout items were reviewed: Foster Swift was for policy revision review by our lawyer, Cherry Valley was for finishing a few plumbing things that the City requested be updated and addressing the sump pump alarm, and Farmers Disposal was our quarterly trash disposal payment.
 - b. Credit Card Detail Report was reviewed. The Grand Traverse Resort charges were for rooms for the Michigan Library Association Conference for Bakovka and Abby.
 - c. YTD Budget vs. Actual was reviewed. The mistakes from last time were fixed, but the accountant made other mistakes this month: the quarterly alarm fees were put under building and grounds instead of contractual services and the staff almost didn't get paid.
 - d. United Bank Accounts were reviewed.
 - e. Approval of paid bills motioned by Augustin and seconded by Brinks. All yes, motion passed.
- VI. Director's Report
 - a. Bakovka shared that the downstairs partially flooded due to issues with the sump pump; it was determined that cause was a faulty alarm on the

sump pump. A new alarm has been ordered and the fault alarm has been removed while awaiting the replacement. There continue to be issues with the accounting firm. They no longer do in-house payroll, so payroll was set up on platform called Gusto. Bakovka received an email from Gusto saying pay wouldn't be processed because things were not finalized in account; Bakovka had not received any notice from the accountant that there were issues with using Gusto for government entities and that payroll would be done in-house for the time being. Last week the heat to the original part of the building wasn't working; DeWeerd got it working but the furnace is approximately 30 years old and will need to be replaced at some point. Door counters have not been working properly and stopped working completely the evening of SnowFest. End of year reviews are being conducted for staff. Bakovka applied for the rural development grant yesterday.

- b. Monthly Statistics were reviewed. There were 445 program attendees in November. Niche Academy usage went down to 26 in November after a strong start in October. Robin at the bank is working on financial content to add to the Niche Academy portal.
- c. The Youth Services report was reviewed. Lego club had a big turnout with 17 attendees. There were 10 teen attendees for snack crafters.
- d. The Adult Services report was reviewed. The spice club numbers are becoming more consistent. Coffee and cookies with Kubiak-Cook had 3 attendees and interest from several people who were unable to attend; suggestion made to do this event regularly, such as quarterly.
- e. The Circulation report was reviewed. There were 20 new accounts added in November. Audiobook usage went up.

VII. Committee Reports

- a. Building and Grounds 11/11
 - i. The content of the meeting was discussed at last month's meeting. The incorrect minutes were included in the packet; Bakovka to send out correct minutes.
- b. Finance Committee 11/20
 - i. Kuhn gave overview of the meeting minutes. Bakovka put future plans information on website in the "expansion" section.

VIII. Unfinished Business

- a. Secretary
 - i. Brinks was nominated for the remaining term of the Secretary position by Augustin and seconded by Kuhn. All in favor, motion passed.

IX. New Business

- a. Director Evaluation
 - i. Augustin collected reviews from the board, compiled the information, and met with Bakovka to go over the results. Overall scores and comments were shared with the board. The board discussed Bakovka's raise for 2025. With a current salary of \$52,500, a 5% raise would be \$2,625 for a new salary of \$55,125.
 - ii. Approval of a 5% raise for Bakovka effective of January 1, 2025 motioned by Augustin and seconded by Marsh. A roll call vote was conducted. Seven yes, zero no, and one absent; motion passed.
 - 1. Vander Slik YES
 - 2. Brinks YES
 - 3. Musgrave YES
 - 4. Meyer YES
 - 5. Marsh YES
 - 6. Augustin YES
 - 7. Kuhn YES
 - 8. Simmons ABSENT
- b. Medical Benefits Employer Contribution 2025
 - i. The board reviewed the cost scenarios for 80/20 and hard cap for medical benefits for 2025
 - ii. Continuation of the hard cap for employee benefits for 2025 motioned by Kuhn and seconded by Augustin. All yes, motion passed.
- c. 2025 Meeting Dates
 - i. Board meeting dates for the first quarter of 2025 will be as follows:
 - 1. January 14 at 6:30 pm
 - 2. February 11 at 6:30 pm
 - 3. March 11 at 6:30 pm
 - 4. April 15 at 6:30 pm
 - ii. Additional meeting dates to be determined later.
- d. Accounting Services
 - i. Available services and monthly cost quotes were reviewed for Dunham Accounting, TK Hutchens, and JW Accounting. Discussion ensued.
 - ii. Switching to Dunham Accounting Services for 2025 finances motioned by Musgrave and seconded by Brinks. A roll call vote was conducted. Seven yes, zero no, one absent; motion passed.
 - 1. Vander Slik YES
 - 2. Brinks YES
 - 3. Musgrave YES
 - 4. Meyer YES
 - 5. Marsh YES
 - 6. Augustin YES
 - 7. Kuhn YES
 - 8. Simmons ABSENT

X. Around the Table

- a. Vander Slik had nothing to add.
- b. Brinks thanked everyone for their patience.
- c. Musgrave was excited to see library card applications at the middle school. Thankful for all of the extra time people have spent on things outside of the board meetings.
- d. Meyer appreciates everyone for their patience as she is learning.
- e. Marsh contacted the city garage to make arrangements for them to pick up and store the picnic tables for the winter.
- f. Bakovka felt the last year flew by, loves feeling like we're making real moves toward an expansion, and is excited for next year.
- g. Augustin appreciates everyone's commitment and is excited for 2025. Self-evaluations for board members were handed out; please return by January 14 meeting. Augustin is open to meetings if any board members would like to meet. Depending on contents of the board self evaluations, Augustin may have Carol Dawe come to a February or March board meeting to provide training.
- h. Kuhn thanked Brinks for taking over the role of secretary, thanked everyone for their hard work, and encouraged everyone to keep working together and sharing their perspectives.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn.
Meeting adjourned at 8:43 pm.