

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
April 9, 2024 at 6:30 pm

Members Present: Meghan Augustin, Suzy Byville, Tami Fryling, Jacqui Kuhn, Gary Marsh, Maria Musgrave, Sarah Powell, Danielle Simmons

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: Aviv Karni

- I. Call to Order: Meeting called to order at 6:34 pm by Augustin.
- II. Approval of Agenda with Finance Committee meeting date correction motioned by Byville and seconded by Fryling. All yes, motion passed.
- III. Community Opportunity to Address the Board: no update provided.
- IV. Approval of March 2024 Regular Meeting Minutes motioned by Byville and seconded by Fryling. All yes, motion passed.
- V. Financial Reports for March 2024
 - a. Monthly check register was reviewed. Cherry Valley replaced the upstairs bathroom light and fan last month. Technology Solutions put a new disc drive in the PS4 for \$100. Barcodes were ordered from Lakeland. Down payments were put down for upcoming summer reading programs.
 - b. Credit Card Detail Report was reviewed. The wix.com charge is for the annual website renewal. Flights were bought for the ALA conference and PLA conference; one flight had to be repurchased due to incorrect dates. There will be reimbursement for PLA costs due to the grant Bakovka obtained. The charge from SP Direct Mail was to send a mailer to everyone who moved to our service area in the last few months to invite them to get a library card. The Delta Hotels charge was for Tori's hotel while she was in Muskegon at the youth conference.
 - c. United Bank Accounts were reviewed. Bakovka is awaiting clarification on what the \$47.30 credit in the accounting line item is for.
 - d. Approval of paid bills motioned by Fryling and seconded by Powell. All yes, motion passed.
- VI. Director's Report

- a. Bakovka recently returned from the PLA conference. The new app is coming April 21 or 23; Bakovka will have the opportunity to demo it on Thursday at the conference. The city made everyone on Main Street have a water inspection; Henika has a few inexpensive things to fix. Bakovka finished another financial course (internal control course) for public library finance certification; the next course will be payroll administration. The auditor is expected to finish by April 16th and will come to the next board meeting to present their findings. National library week is this week; posts were put on Facebook to celebrate our staff members for National Library Workers Day. Tomorrow is National Outreach Day; will be doing posts on Facebook celebrating our community partners. Jess will be having surgery on the 12th and will be out for the rest of the month.
- b. Monthly Statistics were reviewed. The door counter fell for a few days, causing an inaccurate count for the month. There has been a steady increase for this year, but we are seeing discrepancies between this year and last year. Bakovka is testing the door counters to figure out the accuracy. Program attendance in March was great with 673 total attendees.
- c. The Youth Services report was reviewed. There were 55 attendees at after school art in March, with two done take and make style. Sarah ran Lego club with 7 attendees while Tori was at MLA. Five teens came to Snackcrafters this month. A spur of the moment egg decorating program was put on the morning of Wayland's Easter egg hunt, and there were 30 attendees. Tori and Bakovka attended literacy night at Pine and Steeby and kindergarten roundup at Baker, with a total of 221 people at those events.
- d. The Adult Services report was reviewed. Abby started a book to film club, which had 5 attendees, but none had read the book. There was a great turnout for raised bed gardening – 17 people. DND 101 had 20 attendees. Abby will be at 412 next week for board game night. The seed library opened on March 15; approximately 44 people took packets.
- e. The Circulation report was reviewed. Electronic numbers are up, while physical books are down. Twelve new patron accounts were added in March. Audiobooks are doing better and eAudiobooks are at the highest they have been since pre-Covid.

VII. Committee Reports

- a. Building and Grounds 3/25
 - i. Fryling gave an overview of the meeting content. The committee is still getting information from other local libraries on how they handle signage for their lots; would like to designate two spots specifically for staff and all of the other spots for library patrons during working hours. A letter is being drafted to send to other area businesses to let them know the lot is now owned by Henika.

There is some maintenance that needs to be done – pothole filling and relocating the cement block that was knocked into the green space (the landscaper has since completed this task). The committee is waiting for more information from the Historical Society on what can be done to the building. Bakovka is working on grant applications.

b. Finance 3/27

- i. Kuhn gave an overview of the meeting minutes. Triangle has relayed to Bakovka that adding onto the building in any way would cause Henika to lose historic status; a separate building can be built and connected via breezeway if desired in order to maintain historic status. There is an opportunity for a historic preservation consulting grant that the committee is in support of Bakovka applying for to see if there are other options we can explore to maintain historic status. Bakovka has supplied additional information on projected finances for the USDA loan pre-application. The committee is looking into other grant opportunities, fundraising, and state appropriations.

VIII. Unfinished Business

a. Cleaning Service

- i. Bakovka sent the letter to Coverall after the last board meeting. There was no noticeable change or improvement in the level of service received aside from the cleaners remembering to put liners in the trashcans. Bakovka mailed 30-day notice of termination on April 5. Bakovka posted the custodian job on Indeed on Friday and has gotten about 45 applicants so far.

IX. New Business

a. Budget Amendment #2

- i. Bakovka presented a draft budget amendment to include additional income that has been received so far that was not previously budgeted for. The cost of the parking lot purchase is moving to Capital Outlay. The cleaning contract was previously accounted for under building and grounds maintenance; now moving to payroll for hiring cleaning in-house. Some additional money is being allocated to supplies for cleaning supplies purchases. Added \$200 in materials because of getting money in for fines/replacing materials.
- ii. Approval of Budget Amendment #2 as presented motioned by Fryling and seconded by Powell. A roll call vote was conducted. Eight yes, zero no; motion passed.
 1. Byville YES
 2. Musgrave YES
 3. Powell YES
 4. Fryling YES

5. Simmons YES
6. Marsh YES
7. Augustin YES
8. Kuhn YES

b. Acceptable Use/Remote Devices Policy

- i. Bakovka presented a draft policy to amend a few words in the policy, removing the grace period for overdue devices.
- ii. Adoption of amended Acceptable Computer Use Policy as presented motioned by Musgrave and seconded by Augustin. All yes, motion passed.

X. Around the Table

- a. Byville reminded the group that the building and grounds meeting date is April 29 at 4:15pm.
- b. Musgrave had nothing to add.
- c. Powell had nothing to add.
- d. Fryling reminded the group not to feel discouraged by the historical society answer.
- e. Simmons has been going to the Monday craft nights and checking out a lot of board games.
- f. Marsh had nothing to add.
- g. Bakovka shared some of the top topics from PLA: community library aid (how to bring social work assistance into libraries), leadership (how to say the hard things, don't sweat difficult conversations, safety by design). Bakovka felt that overall, the ALA conference is better and is not sure if will attend PLA again. Excited for advocacy day next week. Thankful for Aviv's comments on staff appreciation posts on Facebook.
- h. Augustin reminded the group that the next building meeting is April 29 at 4:15, the next finance meeting is May 1 at 1:45, the next planning meeting is May 20 at 5:30, and the next board meeting May 14 at 6:30. Augustin would like the board to be prepared to vote for officers next month due to anticipated absences for the June meeting. In general, officer positions are two-year terms. Augustin gave a heads up that she will be proposing to move the July meeting back a week to July 16 at May meeting.
- i. Kuhn was thankful for the conference swag. Kuhn checked out one of the Tonieboxes and a few Tonies figures recently and encouraged others with younger children to try them out; thinks they are a great addition to the library collection.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:07 pm.