

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
May 14, 2024 at 6:30 pm

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

**Members Absent:** Maria Musgrave

**Staff Present:** Cierra Bakovka – Director

**Guests:** Lauren from Gabridge

- I. Call to Order: Meeting called to order at 6:31 pm by Augustin.
- II. Approval of Agenda motioned by Marsh and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board: no update provided.
- IV. Approval of April 2024 Regular Meeting Minutes motioned by Fryling and seconded by Powell. All yes, motion passed.
- V. Financial Reports for April 2024
  - a. 2023 Audit: Gabridge
    - i. Lauren from Gabridge gave an overview of the audit. There was an increase in net position of \$148,399 over the previous year. The biggest difference between 2022 and 2023 is with the net pension liability due to market performance this year; there was poor performance in 2023 compared to previous year, which was the case everywhere and there was not anything the library could do about it. There was a decrease in memorial donations and an increase in taxable value, and market performance on investments went up compared to the previous year. There were no budget exceptions.
    - ii. Bakovka would like to continue to use Gabridge next year; the board appreciated the understandable report and overview.
  - b. April 2024
    - i. Monthly check register was reviewed. There was a \$994 payment for the annual test of the lift system. Bakovka attended an active shooter training with the Wayland Area Chamber. The payment to FosterSwift was in relation to a FOIA request; Bakovka worked to ensure the appropriate response to the request. The payment to MLA was for annual membership renewal.

- ii. Credit Card Detail Report was reviewed. The \$958.80 Drury charge was for Bakovka's hotel for the PLA conference; most of that will be getting reimbursed by Library of Michigan. Lyft charges were for Bakovka's rides to/from airport for the PLA conference and an offsite meeting across town.
- iii. United Bank Accounts were reviewed. The Gun Lake Federation of Women gave a \$100 donation. Kuhn inquired about the Statement of Revenues and Expenditures not reflecting the approved budget amendment from last month; Bakovka to send the approved budget amendment to the accountant.
- iv. Approval of paid bills motioned by Simmons and seconded by Augustin. All yes, motion passed.

## VI. Director's Report

- a. Bakovka attended Advocacy Day in Lansing and spent the whole day trying to meet representatives: one was late to the Zoom meeting, one canceled, and one area House representative did not show up for their scheduled meeting. Bakovka went to a meeting an area Senator had scheduled with other librarians and was able to meet with his staffer, whom Bakovka is keeping in contact with. The new library app is live, although there is a known issue with self-checkout for newer iPhones. Bakovka recently finished her payroll administration course. New employee Victor started his custodian role on Friday and is doing a great job so far. Bakovka gave an overview of her plan to rearrange the audiobook, DVD, video game, adult large print, and new adult book areas if paring down on physical audiobooks in the future. Bakovka will be attending ThinkSpace on Mackinac Island next week. Summer reading starts June 8 and has a camping theme. Henika will have the whole street area in front of the library for Summer Fest. There was discussion of having a Friends of the Library recruitment booth at Summer Fest. Bakovka to send out a Sign Up Genius to the board for those who want to sign up to volunteer for Summer Fest.
- b. Monthly Statistics were reviewed. The door counters counted 4486 people through the doors in April, which is about 200 less than April last year. Some of the difference might be due to the after-school crowd being significantly smaller than it was last year. Programs are still doing well, with 1297 total program attendees in April.
- c. The Youth Services report was reviewed. Wonka Movie Day had 16 attendees. Teen Art Reinvented had a great turnout with 15 attendees. After school art had 106 attendees for the month of April. Staff handed out 585 solar eclipse glasses leading up to the solar eclipse and 132 people attended the solar eclipse party. Tori has a lot of school visits scheduled this month.

- d. The Adult Services report was reviewed. Spiral earrings had 16 attendees. There were 19 attendees for the adult painting craft. No one came to board night, going back to DnD/Magic type events.
- e. The Circulation report was reviewed. The Tonieboxes have been checked out 14 times since being added to collection in March. A second Nintendo Switch has been added to the collection. There were 16 new patron accounts added in April.

## VII. Committee Reports

- a. Building and Grounds 4/29
  - i. Fryling gave an overview of the meeting minutes. The committee discussed signage, getting quotes for filling the potholes, and grant opportunities for windows and lighting. Triangle recommends dropping historical status; community input would be needed. The committee is still brainstorming about options. Draft letter was reviewed. The committee will be meeting again May 29 at 4:15.
  - ii. Approval to send parking letter as drafted by Bakovka motioned by Byville and seconded by Augustin. All yes, motion passed.
- b. Finance 5/1
  - i. Marsh gave an overview of the meeting minutes. The committee continues to discuss options for how to pay for what we want to do. The historic conservation grant application opens this summer. The USDA loan pre-application is still in process. Musgrave has signed up for a Zoom webinar on millages and is looking into what preparation would be necessary if wanting to put something on the ballot. The committee is recommending moving \$150,000 to the building fund and/or CDs.

## VIII. Unfinished Business: no unfinished business

## IX. New Business

- a. Excess Fund Balance/Investment
  - i. The audit is completed, and we came in about \$148,000 under budget for 2023. Checking accounts have a low interest yield, so the Finance Committee discussed maintaining about one year's worth of funds in the checking account (about \$300,000) and moving \$100k into either the Building Fund (a high yield savings account) or CDs, as well as an additional \$50,000 from the regular high yield savings to the Building Fund to make a bigger commitment to building plans. Marsh shared that the CD rate is about 4.2% for 8 months as of last week, and Simmons noted the United Bank website is currently advertising a 5.1% special rate.
  - ii. Moving \$150,000 total (\$100,000 out of checking and \$50,000 out of savings) to put \$75,000 in the Building Fund and \$75,000 in an 8-month CD motioned by Kuhn and seconded by Augustin. A roll

call vote was conducted. Five yes, zero no, three absent; motion passed.

1. Augustin YES
2. Simmons YES
3. Fryling YES
4. Marsh YES
5. Kuhn YES
6. Byville absent at time of vote
7. Powell absent at time of vote
8. Musgrave absent

b. Withdrawal for Book Sale

- i. Bakovka asked the board to consider approving a cash withdrawal for the purpose of providing change for the book sale at Summer Fest. Approval for Bakovka to withdraw \$100 in cash to use for change for the Summer Fest book sale motioned by Augustin and seconded by Kuhn. A roll call vote was conducted. Five yes, zero no, three absent; motion passed.

1. Augustin YES
2. Simmons YES
3. Fryling YES
4. Marsh YES
5. Kuhn YES
6. Byville absent at time of vote
7. Powell absent at time of vote
8. Musgrave absent

c. Officers

- i. The officer roles have term limits and terms begin in July. Byville has expressed that she is not interested in remaining as Vice President or running for another officer role.
- ii. Secretary
  1. Fryling was nominated by Augustin and seconded by Kuhn. Nomination accepted by Fryling. All in favor, Fryling to become Secretary for a two-year term beginning in July.
- iii. Treasurer
  1. Simmons was nominated by Augustin and seconded by Fryling. Nomination accepted by Simmons. Marsh self-nominated. A show of hands vote was conducted. Four votes for Simmons and one vote for Marsh; Simmons to become Treasurer for a two-year term beginning in July.
- iv. Vice President
  1. Kuhn was nominated by Augustin and seconded by Fryling. Nomination accepted by Kuhn. All in favor, Kuhn to become Vice President for a two-year term beginning in July.
- v. President
  1. Augustin was nominated by Kuhn and seconded by Fryling. Nomination accepted by Augustin. All in favor, Augustin to

remain President for another two-year term beginning in July.

- d. July Meeting Date
  - i. Rescheduling of the July board meeting to July 16 at 6pm motioned by Augustin and seconded by Kuhn. All yes, motion passed.

X. Around the Table

- a. Augustin appreciated everyone who is here and asked everyone to continue to do their best to be in attendance. Excited for summer reading.
- b. Simmons reminded the group that there is a Planning Committee meeting on Monday at 5:30. Attended the string craft and had a lot of fun.
- c. Fryling reminded the group that Rome wasn't built in a day and encouraged the group to support each other.
- d. Marsh commended all of the current office holders and wished the new officers well. Would like people to be more decisive to save time and frustration.
- e. Bakovka is excited for summer reading and excited about Victor being part of the team.
- f. Kuhn is excited for summer reading and likes the lanyard buttons for progress. Happy to help with making buttons, etc. for summer reading. Reminded the members of the Finance Committee that we need to plan our next meeting date.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:41 pm.