

Henika District Library  
Board of Trustees Meeting

July 16, 2024; 6:00 pm

- I. Call to Order 6:05 pm by: Augustin
  - a. Members Present: Gary Marsh, Meghan Augustin, Tami Fryling, Danielle Simmons, Maria Musgrave, Jacqui Kuhn
  - b. Members Absent: Debora Vanderslik. Has been sworn in, expected at next meeting.
  - c. Staff Present: Cierra Bakovka
  - d. Guests: none present
  
- II. Approval of Agenda: 1<sup>st</sup> = Kuhn 2<sup>nd</sup> = Fryling All in favor.  
Change to keep *Committee Meetings* on agenda each month.  
Motion by Fryling, 1<sup>st</sup> Musgrave, 2<sup>nd</sup> Augustin. All in favor.
  
- III. Community Opportunity to Address the Board: *Friends of the Library* update by Augustin. 3 community Persons are verbalizing interested and communicating with Augustin about what steps need to happen to proceed with forming a group.
  
- IV. Approval of Meeting Minutes: 1<sup>st</sup> = Augustin 2<sup>nd</sup> = Fryling . All in favor.
  
- V. Financial Reports:
  - a. Check register: Workman's comp and Building/Grounds liability came due. Renewed elevator certificate as annually required. Price for 'plastic bags' was for annual usage.
  - b. Credit Card Detail Report: Costo furniture was for 2 summer lounge chairs. ETSY cost is for summer t-shirts.

- c. Year-to-date: a couple of mistakes were corrected by Director and have been noted in updated reports. A couple of budget amendments anticipated for next month.
- d. Bank accounts: no issues.
- e. Approval of paid bills: Motion 1<sup>st</sup> = Kuhn = 2<sup>nd</sup> = Augustin. All in favor of paying bills as reported.
- f. 2 CDs are maturing in July. Motion by Marsh to continue 2 CDs at higher interest rate. 2<sup>nd</sup> by Musgrave. Discussion held for advantages/disadvantages in choosing length of renewed CDs. Amended Motion by Marsh to renew CDs at 9-month rate of ; 2<sup>nd</sup> by Fryling.
  - i. Fryling: yea
  - ii. Musgrave: no
  - iii. Kuhn: yea
  - iv. Simmons: yea
  - v. Marsh: yea
  - vi. Augustin: yea

Motion passed.

- VI. Director's Report: Very busy month. Remember to give thanks to the staff for all their help. Director went to ADA conference. The layer on the downstairs toilet had to be replaced and phone fixed in elevator. Director finished Public Library Finance Course, certificate pending. See attached individual reports. 2 more (small) grants have been applied for. The Summer Reading Program has made staff very busy. Some rearrangements of library products have made improvements, including increased usage of adult books and Audio books. Met with Robin Beckwith at United Bank, more info to follow. Summer employee leaving by the end of month and new employee (Emma) has already been hired.

VII.

- a. Monthly Statistics: More customers in June than 2 years ago but fewer than last year. More activities were done% outside. After school art seems to be less as well. NOTE: formatting issue within report has caused some confusion. Program attendance has been great, increasing annually. 130% increase over last year. Summer reading had large increase this year (contributing to staff business) and some readers have already completed their pledges/program. On track for goal of 50% completion rate. Photo booth was popular during Summerfest.
- b. Youth Report: See attached individual program reports. The best Youth program was “All About Owls”.
- c. Adult Report: See attached reports on programs for specific numbers. “Bingo Brunch” was a huge success. As is our “Seed Library”. Space in the Library is causing some struggles, but this is not surprising given our space restrictions.
- d. Circulation Report: 52 new accounts opened in June, the highest ever for one month.

VIII. Committee Reports:

- a. Building and Grounds: Next meeting to be determined/anticipated in August.
- b. Finance: Next meeting scheduled for July 17, 2024
- c. Planning: Next meeting scheduled for late in 2024; as per changes to only meet twice annually.

IX. Unfinished Business: none

X. New Business

- a. ADA Policy. As recommended by our attorney, new policy proposed (see attached) with verbiage clarified under IV. B. and formatting errors.

Motion by Kuhn to adopt new policy with revisions as discussed. 2<sup>nd</sup> by Augustin. Discussion: As a new policy, clarifying all members present can vote.

All in favor: motion passed.

- b. Fraud Risk Management Policy – To mitigate fraud and risk, the library should have more ‘Fraud and Risk Management’ policies in place. The director’s plan is to bring one to each monthly meeting until it is complete. Discussion held.

Motion to adopt policy as written by Musgrave 1<sup>st</sup>, Kuhn 2<sup>nd</sup>.

All in favor: motion passed.

- c. Historical Status –

- i. survey results. 103 respondents, 25% would like to keep historical designation, 75% would like to remove historical designation. 5% were undecided. Building committee to make final recommendations.

- d. Set Budget Hearing. Performed annually in August.

Historically have met one half hour prior to scheduled Board meeting. Next Board meeting scheduled for Aug 13, 2024.

All attendees in agreement,

## XI. Around the table

- a. Marsh – commends Cierra for completing financial certification. Grateful for her initiative and great job as Director.

- b. Augustin – Also very pleased with summer readying participation and the amount of work library staff is doing. Excited for potential Friends of the Library group formation.

Would like to hear more about the ADA program just held. The building committee needs to set next meeting, please stay for a few minutes after this meeting. The appreciated information Director sent about information board members should know.

- c. Bakovka – Pleased with Summer Reading program success and proud of how well the staff is handling the extra workload. Emailed Board Members a presentation about what Board members sometimes do not know, hopes it was helpful to all board members. Still need one more volunteer for next Monday's Murder Mystery Dinner at McDuff's, would require about 90 minutes from 6:00pm to 7:30pm.
  - d. Fryling – Nothing to add.
  - e. Simmons – nothing to add.
  - f. Musgrave – looking for information on the old Metro site, other than what the school has said. No new information is available. (other than the Wayland Union Schools has purchased the building). Disappointment expressed that we were not able to have an option to purchase the building for the library. Asking that non-board related issues be discussed outside board meetings.
  - g. Kuhn – Expressed gratitude for new Secretary taking over the role one month early. Reminds all that sometimes-lengthy discussions are necessary to come to resolution and disagreements are sometimes unavoidable.
- XII. Next meeting scheduled for: August 13, 2024, at 6:00 pm.
- XIII. Adjournment at 8:06 pm; 1<sup>st</sup> Augustin 2<sup>nd</sup> = Kuhn. Meeting adjourned.

