

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
May 9, 2023 at 6:30 pm

**Members Present:** Meghan Augustin, Tami Fryling, Jacqui Kuhn, Sara LeFevre, Gary Marsh, Danielle Simmons

**Members Absent:** Suzy Byville, Maria Musgrave

**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 motioned by Fryling and seconded by Marsh. All yes, motion passed.
- III. Community Opportunity to Address the Board: Aviv Karni used the Gerald R. Ford Museum pass with his son and enjoyed it.
- IV. Approval of April 2023 Regular Meeting Minutes motioned by Augustin and seconded by LeFevre. All yes, motion passed.
- V. Financial Reports for April 2023
  - a. Credit Card Detail Report was reviewed. The \$140 charge at Michigan Library Association was to post the Youth Librarian position. Faith spent \$97 at Michaels on a large canvas to be used for a community art project for summer reading. There was a \$500 payment for a presenter coming in the summer. Becky purchased books at Book Depot for summer reading prizes. The charge for Homeless Training was for a class titled “Ornery Teenagers” that provided information on teenage brain development and how to deal with behaviors.
  - b. YTD Budget vs. Actuals was reviewed.
  - c. Approval of paid bills motioned by Augustin and seconded by Fryling. All yes, motion passed.
- VI. Director’s Report
  - a. Bakovka shared that Bethany’s last day will be June 3. Bethany has finished her Master’s degree and found a full time position in her field of study. Bakovka offered the Youth Librarian position to a candidate, but it was declined. Bakovka has reposted the position and is continuing to conduct interviews. Interviews for the Circulation Assistant position will

begin soon. A load test was recently done on the lift system; this testing is done every three years and costs about \$1200. Staff have started the online portion of AED/CPR/First Aid training; the in-person skills test will be scheduled once all staff complete the online training. Staff has started stuffing summer reading signup bags and decorating around the library. Becky made a video to promote summer reading; Augustin is sending the video out to the local elementary schools, as well as information on the area libraries with summer reading programs.

- b. Monthly Statistics were reviewed. The door count for May was 4671, which was a little low, likely due to Spring Break and a few days with one door counter broken. Thursdays were the most popular day in May.
- c. The Youth Services report was reviewed. The duct tape creations vendor will be returning this summer for a magic show. The International Taste Test program had 32 attendees. Allegan Community Connection had 10 attendees. Fifty grass pet take and makes were taken. Financial Wellness Week kits were provided to 25 kids. While the search for a new Youth Librarian is underway, Bakovka is doing storytime, Faith is doing after school art, and Sarah is doing Lego club.
- d. The Adult Services report was reviewed. Programs have had very consistent attendance. Adopt a Succulent was popular and had 50 participants. The seed library is still going strong. Trivia nights are scheduled at local businesses over the summer. Faith has a community art project planned; once complete it will be displayed at Henika for the summer and then it will be donated to Country Cat Lady for the Catz Den.
- e. The Circulation report was reviewed. Twenty-five patron accounts were added in April. Circulation is up.

## VII. Committee Reports

- a. Planning Committee Meeting 4/11
  - i. LeFevre reviewed meeting minutes.
- b. Building and Grounds Committee Meeting 4/19
  - i. Fryling shared that the Building and Grounds Committee met with Bethany and Mike from Triangle to get some background on how we can move forward. The committee is information-gathering on options and is not ready to make a recommendation yet. The committee is tentatively set to meet again on May 17.

## VIII. Unfinished Business: no unfinished business.

## IX. New Business

- a. 2022 Audit Report
  - i. Bakovka provided the board with the amended report due to initial report not including the budget amendments that were provided to the auditor. The library's net position increased by

\$96,503. There was discussion of looking into other auditor options before next year's audit.

- b. Budget Amendment #2 F/Y 2023
  - i. Bakovka reviewed the proposed budget amendment. Henika received unbudgeted income due to delinquent property tax revenue, additional copy/fax donations, higher interest on accounts due to moving to the higher yield account, \$100 from the Gun Lake Area Women's Club for summer reading, and AED grants. The proposed budget amendment allocates the grant money between equipment for purchasing the AED and staff development for Red Cross certification and associated expenses. The proposed budget amendment also adds additional funds to furnishings to account for breakage/wear and tear, materials to cover replacement costs for items that were paid for, advertising/promotion, accounting, and programming. A mathematical error in the proposed amendment was noted and rectified.
  - ii. Adoption of the Budget Amendment with the proposed changes motioned by LeFevre and seconded by Augustin. All yes, motion passed.
- c. Meeting Date Check In
  - i. Augustin checked in with the group regarding summer meeting dates to ensure the scheduled meetings would have enough board members present. The board will keep the current schedule of meeting at 6:30pm on the second Tuesday of the month for the time being. Will revisit again in August.

## X. Around the Table

- a. LeFevre thanked everyone for letting her serve on the board. She is happy with where the library is and will miss it so much. Everyone has so many positive things to bring to the library in our small community.
- b. Fryling shared that the Wayland City Master Plan Meeting is happening right now (started at 7pm), thought it would be interesting knowledge to have.
- c. Simmons had nothing to add.
- d. Bakovka requested approval to withdraw \$100 to provide change for the book fair; the Board approved withdrawal of \$100 from the bank for this purpose. Bakovka passed out a sign-up sheet for board volunteers during the book fair; sign-ups will be entered into Sign-Up Genius and the sign-up link will be sent out to the board. Bakovka is grateful for the time LeFevre has served on the board, sad to see her go but excited for her and her new chapter.
- e. Marsh will miss LeFevre. Went to Becky's farewell celebration, confirmed that we have a great group of people.

- f. Augustin also went to Becky's going away dinner. Good time, very sad to see Becky go.
  - g. Kuhn gave kudos to Faith on running after school art last week, thought she did a great job stepping out of her comfort zone and managing behaviors. Kuhn also attended Becky's going away dinner; she did great things during her time here and will be missed. Kuhn is excited for Bakovka to find a new Youth Librarian that fits in well with the team.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 7:36 pm.