

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
March 14, 2023 at 6:30 pm

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

**Members Absent:** Suzy Byville

**Staff Present:** Cierra Bakovka – Director

**Guests:** Aviv Karni

- I. Call to Order: Meeting called to order at 6:31 pm by Augustin.
- II. Approval of Agenda motioned by Fryling and seconded by Augustin. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of February 2023 Regular Meeting Minutes motioned by Marsh and seconded by Augustin. All yes, motion passed.
- V. Financial Reports for January 2023
  - a. Credit Card Detail Report was reviewed. Some of the expenses included renewal of ALA membership, deposit for hotel for the ALA conference, keychains, and programming materials for summer reading.
  - b. YTD Budget vs. Actuals was reviewed. Utility costs remain high. The cost of the mobile shelving for the youth area is reflected in Furnishings.
  - c. United Bank accounts were reviewed.
  - d. Approval of paid bills motioned by LeFevre and seconded by Augustin. All yes, motion passed.
- VI. Director's Report
  - a. Bakovka reached out for an update on the status of the AED grants; both are starting to look at applications. Sarah's 90-day review went well. Bakovka is now able to add library events to the Wayland Chamber of Commerce online calendar.
  - b. Monthly Statistics were reviewed. The door count has more than doubled compared to last February. The two most popular days in February were Monday and Tuesday. Early hours and late hours utilization has been steady, with a few patrons in the building on the earlier mornings and

lots of programming in the evening hours. Programming numbers have more than doubled since last year.

- c. The Youth Services report was reviewed. Story time continues to be popular. After school art remains wildly popular, and there have been some improvements to behavior. Sensory playtime had the biggest indoor participation so far. Becky offered a workshop for reluctant readers at Baker and will be visiting Baker preschool playgroup on March 21<sup>st</sup>.
- d. The Adult Services report was reviewed. Strokes of Genius remains popular. The Lonely Hearts Killer presentation had 10 attendees. Faith has been offering two activities for the seniors at Sawmill Estates each month: bingo one day and a craft or activity the other day. Many patrons are utilizing the special collection items. Spice club in March will feature turmeric. The seed library opens March 15. Author Patty Smith will be visiting on March 25<sup>th</sup> to do a presentation on her book "Michigan Beer: A Heady History."
- e. The Circulation report was reviewed. 18 new patron accounts were opened in February. Circulation numbers for 2023 have surpassed 2019 circulation. DVD checkouts spiked this month, and the DVD player has started to circulate.

## VII. Committee Reports

- a. Building and Grounds Committee 3/13
  - i. Byville is no longer chairing the committee, Fryling is now Chair.
  - ii. Discussed a proposal from Marsh regarding looking at different options for space. Reaching out to City regarding potential of purchasing the parking lot (in past the City had agreed to sell if/when ready to expand, looking for more information on what that would look like). Looked at old plans from 2006/2007 to imagine what building/expanding might look like.

## VIII. Unfinished Business

- a. Jay's Metal Art Proposal: Bakovka received clarification on the proposal discussed at the February board meeting – the art would be anchored by the artist into the mortar lines. No wiring is required. Approval of Jay's Metal Art proposal motioned by Augustin and seconded by Musgrave. A voice vote was conducted: 7 yes, 0 no, 1 absent. Motion passed.

## IX. New Business

- a. Augustin motioned to discuss the Reconsideration of Materials Policy and Kuhn seconded. The current policy does not leave the opportunity for an appeal. Bakovka spoke to Carol Dawe and it was recommended to amend the policy now and adopt contingent upon lawyer okaying it. The amendment changes the policy to have the challenge go to the director first; the decision from director can be appealed and then it would go to

the board. Musgrave motioned to adopt the revised Reconsideration of Materials Policy, contingent upon legal review with minor edits as needed from the lawyer. Augustin seconded. A voice vote was conducted: 7 yes, 0 no, 1 absent. Motion passed.

b. FOIA Policy

- i. The proposed FOIA policy has been fully lawyer vetted. Includes summary sheet and a detailed itemization of charges for FOIA requests.
- ii. Resolution 2023-3: Augustin motioned to adopt Resolution 2023-3 FOIA Policy as presented and Musgrave seconded. A voice vote was conducted: 7 yes, 0 no, 1 absent. Motion passed.

X. Around the Table

- a. Simmons had nothing to add.
- b. LeFevre will send out an email to the planning committee to schedule a meeting for April.
- c. Musgrave shared that the Country Cat Lady is moving to the location that was previously The Grainery; the new space will be available as a teen center after school and a space for birthday parties/baby showers/etc. The building is paid for and they will likely be looking to get monthly sponsorships to help cover utilities, taxes, and snacks.
- d. Fryling had nothing to add.
- e. Bakovka is incredibly proud of the staff for all that they do and how hard they work.
- f. Marsh appreciates the sound decision-making and hopes to continue basing major decisions in the future on structure rather than emotion.
- g. Augustin shared that the building committee will be planning another meeting soon and the finance committee is meeting on March 22<sup>nd</sup>.
- h. Kuhn recently used the Ellison machine for a Cub Scouts project and would love to see a "how-to" type workshop to teach patrons how to use it. Thanked Cierra for her fantastic leadership and commented on how great the staff is.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 7:42 pm.