

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
February 13, 2024 at 6:30 pm

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

Members Absent: Suzy Byville, Maria Musgrave

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:32 pm by Augustin.
- II. Approval of Agenda motioned by Powell and seconded by Fryling. All yes, motion passed.
- III. Community Opportunity to Address the Board: no update provided.
- IV. Approval of January 2024 Regular Meeting Minutes with year corrected to 2024 motioned by Kuhn and seconded by Fryling. All yes, motion passed.
- V. Financial Reports for January 2024
 - a. Monthly check register was reviewed. There were a few charges associated with getting notary services up and running. The \$25 check to MLA is for Advocacy Day in April. The automatic door opener had to be repaired.
 - b. Credit Card Detail Report was reviewed. It was noted that there were two charges from MLA and one refund from MLA; Tori originally signed up for spring conference through Bakovka's account, but it had to be redone for Tori to register through her own account. The charge from NEC Cloud Communications was part of the cost of getting the new phones installed. The \$120 charge from WIX was the annual cost of the website. A PlayStation 5 and accessories were purchased for the Special Collection for \$632.53.
 - c. United Bank Accounts were reviewed. City and Township tax payments have begun to come in.
 - d. Approval of paid bills motioned by Simmons and seconded by Fryling. All yes, motion passed.
- VI. Director's Report

- a. Bakovka was notified that we did not receive the community center grant that was applied for. Notary services are now being offered; there have been three appointments so far and it has been well-received by the community. The staff meeting in January went well; Bakovka added a new portion to the meeting called “staff discussion” where everyone watched a video prior to the meeting that is relevant to something happening in the library to discuss as a group at the meeting. The next staff meeting is February 22. Bakovka finished her governmental accounting course. Audit to be performed in March. The new phones are in and working well, although the fax line is now having issues. Two Tonie boxes and fifteen Tonie characters have been purchased for patrons to checkout; should be available in a week or two after all the characters are downloaded. The checkout limit for Tonies will be one box and three characters at a time.
- b. Monthly Statistics were reviewed. All stats dropped for January, which had several weather closures and staff illnesses. Program attendance was solid despite illnesses and closures.
- c. The Youth Services report was reviewed. After school art had 105 attendees in January despite being canceled one day due to illness. Lego Club and Pokemon Club continue to be popular. There were 16 attendees for the Community Action Playgroup. Five people came to Reading Dragon Bingo, an event Tori will likely put on again.
- d. The Adult Services report was reviewed. Abby had 11 attendees for her tea blending program. There were several no-shows for the button craft. All 30 of the pinecone bird feeders take and makes were taken.
- e. The Circulation report was reviewed. Year-to-date checkouts dropped slightly compared to January 2023. 12 new patron accounts were added in January.

VII. Committee Reports

- a. Planning Committee 1/22
 - i. Simmons reviewed the meeting minutes from the January 22 committee meeting. The committee had a strategic plan check-in to assess objectives/actions and where we are at in working toward goals. Timelines were updated; expansion planning now moving into Finance committee hands.
- b. Building and Grounds 2/12
 - i. Minutes not available yet due to timing of meeting. Fryling gave a quick summary of the meeting. There was discussion about hiring a new position (custodian) vs. continuing to utilize a cleaning service, discussion of the furnace/AC units needing replacements, discussion with Triangle about square footage/usage and the two initial drawings created by Triangle. There were 176 responses to the survey; the general themes were as expected.

VIII. Unfinished Business

- a. Parking Lot Update
 - i. Henika now officially owns the parking lot. The building committee will be meeting to discuss expectations/management of it. The City will continue to plow through the end of the season.

IX. New Business

- a. Strategic Plan Updates and Revisions
 - i. Tweaks were made to the strategic plan, especially regarding timelines.
 - ii. Adoption of the revised Strategic Plan as presented motioned by Augustin and seconded by Marsh. All yes, motion passed.
- b. Par Plan Risk Reduction Grant
 - i. Our building insurance company (Decker) offers risk reduction grants. Bakovka would like to apply for a grant opportunity of up to \$2500 to assist in the purchase of 3-4 additional security cameras.
 - ii. Adoption of Resolution 2024-1 Resolution of Support motioned by Augustin and seconded by Powell. A roll call vote was conducted. Six yes, zero no, two absent; motion passes.
 - 1. Fryling YES
 - 2. Powell YES
 - 3. Simmons YES
 - 4. Marsh YES
 - 5. Augustin YES
 - 6. Kuhn YES
 - 7. Byville ABSENT
 - 8. Musgrave ABSENT

X. Around the Table

- a. Fryling was disappointed to hear we didn't get the grant; commended Bakovka for doing such wonderful work to get to this point. As a library of this size, we are collectively doing a lot of work and going through it quite quickly; pleased with the progress.
- b. Powell had nothing to add.
- c. Simmons brought home the old expansion planning information after the meeting with Triangle; the plans then were for 17,000-20,000 additional square feet (double what we are currently looking at). Did the button craft and thought it was a lot of fun. Also did the lip balm/bath salt makeup date. Tobin was great.
- d. Marsh is continually surprised at how intricate business-wise it is to run an organization like the library. Pleased to see encouragement of staff participation. Marsh is amazed at how efficient and effective we are at utilizing the space we have available to use its maximum potential and applauds the staff for making that happen. Hopes the expansion works

out this time around; discouraging that so much about the success depends on the financing.

- e. Bakovka is feeling discouraged about not getting the grant but is excited to hopefully see more opportunities in the future. Bought 159 seed packets for the seed library from Dollar Tree and got to talk to people about the seed library.
 - f. Augustin is bummed about not getting the grant, but we will keep trying. Need to set up a Finance committee meeting after the meeting. Would like to propose coming up with any officer changes at our May meeting due to planned absences at the June and July meetings; can discuss further at the March meeting. Augustin asked board members to look again at summer calendars for meeting date conflicts so we can determine whether any meetings need to be rescheduled to ensure quorum.
 - g. Kuhn was not able to attend the recent Wednesday afternoon adult craft or Saturday kids' program but is excited to see programs scheduled at these times. Kuhn misses having a phone app and is looking forward to the new app that is supposed to come out next month.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 7:49 pm.