

Meeting Minutes

Henika District Library

Board of Trustees Meeting

March 10, 2026 at 6:30 p.m.

Members Present: Rachel Brinks, Elizabeth Engels, Jacqui Kuhn, Gary Marsh, Pam Meyer, Deb Vander Slik

Members Absent: Meghan Augustin, Danielle Simmons

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:30 p.m. by Kuhn.
- II. Approval of Agenda with discussed changes motioned by Kuhn and seconded by Meyer. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community present.
- IV. Approval of February 2026 regular meeting minutes motioned by Kuhn and seconded by Brinks. All yes, motion carried.
- V. Financial Reports for February 2026
 - A. Monthly check register was reviewed. Snow removal costs were higher due to worse than normal weather. The bill from MJA for fall 2025 costs was paid a few months later than normal.
 - B. Credit card detail report was reviewed.
 - C. YTD vs Actual was reviewed. This is the first year doing an audit with Dunham Accounting. It was a frustrating process for Bakovka, with the report containing many errors (more expense line items were incorrect than correct). They have also been incorrectly entering our payments from Square. Bakovka will be contacting Dunham to ensure we are not paying for both the original hours and the hours required to correct the errors. Meyer suggested we request a refund of all fees for the month.
 - D. United Bank accounts were reviewed. Our new CD ending in -59 for \$80,000 has been opened.
 - E. Approval of paid bills motioned by Brinks and seconded by Vander Slik. All in favor, motion carried.

- VI. Director's Report for February 2026
 - A. We received 14 applications for the Campaign Project Manager position. Bakovka has hired Jordan Malkov, a regular patron and experienced project manager. The furnace has been replaced. Tori will be going to ALA in Chicago in June. Summer Reading Program plans are well under way. This month, the staff meeting will be focused on 'mastering memory.'
 - B. Monthly Statistics, Youth Services, Adult Services, and Circulation reports were reviewed.

- VII. Kennari Report
 - A. Bakovka summarized the monthly report from Kennari. Notable accomplishments include securing a campaign committee co-chair and receiving an invitation to apply for a grant through the Allegan County Community Foundation.

- VIII. Committee Reports
 - A. Finance Committee 3/2: Kuhn summarized the meeting.
 - B. Planning Committee 3/9: Brinks summarized the meeting.

- IX. Unfinished Business: None

- X. New Business
 - A. Capital Campaign Budget
 - 1. Discussed the proposed Expansion Project Budget. Kuhn motioned to approve the Capital Campaign Budget as presented. Engels seconded. All in favor, motion carried.
 - B. Naming Opportunities
 - 1. Discussed the naming opportunities and the gift sizes associated with them. Brinks motioned to approve the Naming Opportunities with gift sizes as presented. Vander Slik seconded. All in favor, motion carried.
 - C. F/Y 2026 Budget Amendment #1
 - 1. Discussed the differences between the two versions of the budget amendment presented (one keeping the campaign project manager's payments in a separate capital campaign fund versus the regular fund). Decided to go with Version 2, which separates them. Kuhn motioned to approve the F/Y 2026 Budget Amendment #1 Ver 2 with the correction of the total discussed. Brinks seconded. All in favor, motion carried.
 - D. Book Return
 - 1. Brinks motioned to purchase the Kingsley 50 S-Series Outdoor Return System in Sandstone from Demco. Meyer seconded. All in favor, motion carried.

- XI. Around the table:
- A. Brinks - Nothing to add.
 - B. Vander Slik - Nothing to add.
 - C. Meyer - Nothing to add.
 - D. Engels - Nothing to add.
 - E. Marsh - Believes we should spend public money in the same way that we would spend our own money.
 - F. Bakovka - Has been taking notes from her employee evaluation seriously and would appreciate any feedback outside of a meeting if anyone has noticed and has comments. Knows that patrons will appreciate the new book return. Thanks especially to the Planning and Finance Committees for their meetings.
 - G. Kuhn - Mentioned that if a patron has a \$10 or more fine from overdue items, holds cannot be checked out. Appreciates everyone and their input.
- XII. Adjournment of the meeting motioned by Kuhn and seconded by Brinks. Meeting adjourned at 8:17 p.m.