

MINUTES

Henika District Library

Board of Trustees Meeting

October 10th 2023 at 6:30pm

Members Present: Meghan Augustin, Suzy Byville, Tami Fryling, Gary Marsh, Maria Musgrave, Sarah Powell

Members Absent: Jacqui Kuhn, Danielle Simmons

Staff Present: Cierra Bakovka – Director

Guests: Lane Buter, Alexi Wallace

- I. Call to Order: Meeting called to order at 6:32 pm by Augustin
- II. Approval of Agenda motioned by Byville, seconded by Augustin. All yes, motion passed.
- III. Community opportunity to address the board – no comments
- IV. Approval of September Meeting Minutes motioned by Fryling, seconded by Augustin. All yes, motion passed.
- V. Financial Reports
 - a. Monthly check register was reviewed. Quarterly fee from IT technician of \$585.00; Mileage for 2 staff members \$195.19; Adult programming \$100 and presentation by Tobin Buhk \$250.
 - b. Credit Card Detail Report was reviewed. No notable exceptions.
 - c. YTD Budget vs. Actuals was reviewed. No notable exceptions.
 - d. United Bank Accounts were reviewed. No notable exceptions.
 - e. Approval of paid bills motioned by Musgrave, seconded by Powell. All yes, motion passed.
- VI. Director's Report

- a. Bakovka gave an update on staffing. 2 injured staff members remain out, creating the need to make frequent changes to balance coverage for library hours. Library was closed one day in past month for the last hour of the day due to inability to cover staffing and 2 programs were cancelled. The roof has been completed, gutters to follow soon. State Aid Report is starting and expected to take several months to complete. Director started going to the "Library Financial Certification Course" and is learning a lot. Some recent concerns with current auditing company have prompted inquiries into alternate companies, details to follow. Director will be at MLA for 3 days next week. Meeting with Tribe librarian went well, they are working on ways to collaborate services. New e-mail system is being set up within the next month. The Lakeland app is becoming a concern, slow response for technical issues following multiple tech issues, new applications being evaluated for possible replacement. For Halloween, library is sponsoring a "get ready" session
- b. Monthly statistics were reviewed. Most popular days for September were Mondays and Thursdays. Total attendance was #865, up 117% from previous year.
- c. Youth report was reviewed. Most popular programs were: Reading Dragon, with 61 sign ups; After School Art with 88 attendees, and Touch A Truck with 69 attendees. Touch A Truck program was very successful and will likely be continued next year with possible increase in hours. Volunteer assistance was also successful.
- d. Adult Services Report was reviewed. Most successful program was Grand Rapids Ghost Hunters with 32 attendees. Bingo had lower than expected participants, possibly due to the fact there is another community bingo event held at the same time, will consider moving date/time.

- e. The Circulation report was reviewed. 16 new accounts were added in September.

VII. Committee Reports

- a. Building and Grounds – no update, next meeting October 23 at 4pm
- b. Finance Committee meeting was held October 4th. Each committee member has been assigned a category for potential funding for new library, they are gathering information and will report back at next committee meeting.

VIII. Unfinished Business

- a. Parking lot. The city of Wayland put out the official notice (Request for Proposal) as is the legal requirement. Bids are to be accepted until Friday, October 13, 2023 at 2pm. Bakovka Submitted the library's office proposal and answer is expected sometime next week. There is a City Council Meeting on October 16, it is expected city will give official answer at the meeting.

IX. New Business

- a. Cardiac Emergency Response Plan. As per the agreement for our AED Grant, library was expected to put together a plan for the purpose of outlining official steps to be taken by staff in the event of a cardiac emergency on the library grounds. Approval is needed on wording to be added to the Employee Handbook. As previously explained, all staff have been formally trained on use of the AED and it is hanging in the library by the circulation desk. Motion by Augustin, seconded by Musgrave, all yes, motion approved.
- b. Phone system. Current phone system is at least 10 years old, staff having more and more technical problems. Our Technician reported this type of phone system is no longer being used/installed and recommends new system. Expected costs \$5,000 - \$10,000. Directed has started to gather information and had 3 quotes available to discuss with board. Following

discussion, board determined there is not sufficient information to form a decision. Matter tabled until additional information can be obtained.

- X. Around the table.
 - a. Bakovka- excited to attend MLA next week as well as an upcoming 'Think Space' conference. Highly anticipating the decision about parking lot. She is also proud of the staff for the hard work everyone has done to fill in open shifts/hours.
 - b. Augustin- Kudos to staff for working together to staff the shortages. Best of wishes out to injured staff members, hoping for their speedy recovery and quick return. Reminder that next Board meeting is November 14, 2023 at 6:30pm.
 - c. Musgrave- Thoughts go out to the staff. Downtown Wayland Mainstreet is doing a program on October 17, that may include them stopping at the library. 'Welcome' to our guests.
 - d. Byville- Commends Bakovka for a great job, as always.
 - e. Powell- no new comments
 - f. Marsh- Picnic tables are due to be picked up for winter storage within the next 1-2 weeks.
 - g. Fryling- reminder about the Building/Grounds committee meeting on October 23, at 4pm here at the library.
- XI. Adjournment- motioned by Augustin, seconded by Powell, motion carried. Adjourned at 7:58pm.