

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
December 12, 2023 at 6:30 pm

**Members Present:** Meghan Augustin, Suzy Byville, Jacqui Kuhn, Gary Marsh, Maria Musgrave, Danielle Simmons

**Members Absent:** Tami Fryling, Sarah Powell

**Staff Present:** Cierra Bakovka – Director

**Guests:** None

- I. Call to Order: Meeting called to order at 6:35 pm by Augustin.
- II. Approval of Agenda motioned by Byville and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board: no update provided.
- IV. Approval of November 2023 Regular Meeting Minutes motioned by Augustin and seconded by Musgrave. All yes, motion passed.
- V. Financial Reports for November 2023
  - a. Monthly check register was reviewed. Tori received a mileage reimbursement for driving to a training in Lansing and Ashley's mom received a reimbursement for purchasing wet wipes for the library. The check to JK Santa is for the fee for Santa and Mrs. Claus. The payment to Paleo Joe was for the Dino Day program, which was well attended and received positive feedback from both youth and adult patrons.
  - b. Credit Card Detail Report was reviewed. The charge at the Kalamazoo Radisson was for Bakovka's hotel room for the MLA conference. The Lowes charge was for the Santa mailbox. The VistaPrint charges were for new business cards for Bakovka, Tori, and Abby.
  - c. United Bank Accounts were reviewed. The assets page is slightly off due to the numbers being pulled on different days. Nothing is over budget for the year. The City revenue is coming in under budget, but there was enough income in other areas to make up for the difference from what was budgeted.
  - d. Approval of paid bills motioned by Byville and seconded by Musgrave. All yes, motion passed.
- VI. Director's Report

- a. Bakovka replaced the emergency exit signs due to issues with the lights being burnt out. The staff participated in a potluck-style “Staffsgiving” the Friday before Thanksgiving and had their holiday party last week. Snow Fest went well, with the door count showing that 1252 people went through. Jess and Tori are both back at their regular hours. Augustin and Bakovka went to the City Council meeting; the parking lot purchase is approved but paperwork still needs to be finalized. Bakovka was at Think Space for a directors-only conference last week. In 2024 Henika will be 125 years old, so Bakovka is thinking of planning an event to celebrate, possibly over the summer. The staff has started preliminary planning for summer reading – favoring the theme of camping in Michigan. Bakovka attended the Chamber of Commerce gala, at which Henika won the Community Service Award for 2023. The grant decision has been extended to January. The Building Committee survey has 125 responses to date; unfortunately, there were not many filled out at Snow Fest. Still waiting on gutters for the building.
- b. Monthly Statistics were reviewed. The door count went down in November, but programs were up with a total of 583 program attendees.
- c. The Youth Services report was reviewed. Pokemon club has been very popular. Tori is planning a Reading Dragons program for January. Two after-school art sessions were held in November with 99 total attendees. In January after-school art will go back to weekly. There will be a playdough party in December that requires pre-registration.
- d. The Adult Services report was reviewed. The hand salve and sock gnome crafts were popular. Abby visited the seniors at Green Acres and Sawmill Estates. Abby is working on refining ideas and trying to dig in more to the library’s social media presence.
- e. The Circulation report was reviewed. Circulation overall is still up despite some categories still being down. There were 15 new patron accounts added in November. Computer sessions are up.

## VII. Committee Reports

- a. Building and Grounds Committee Meeting 11/15
  - i. Bakovka gave a brief overview of the meeting minutes. The committee finalized the survey to get out in time for Snow Fest.
- b. Finance Committee Meeting 11/29
  - i. Bakovka gave a brief overview of the meeting minutes. The committee is still in the information gathering stage. Bakovka is continuing to work through the pre-application process for the USDA loan; the interest rate for this loan option would be 3.875% over 30 or 40 years.

## VIII. Unfinished Business – no unfinished business

## IX. New Business

- i. Notary Policy
  1. Bakovka would like the library to expand into offering notary services to the public. It would be less than \$200 to get two employees certified, including insurance coverage. Bakovka suggested getting herself and Sarah certified, which would provide good hours of coverage. There was discussion of what types of documents can and cannot be notarized. The draft Notary Policy was reviewed. Will need to update “Flat River Community Library” to “Henika District Library” under Compliance with Michigan Law Part B.
  2. Adoption of the Notary Policy with the revision of “Flat River Community Library” to “Henika District Library” under Part B of the “Compliance with Michigan Law” section motioned by Musgrave and seconded by Augustin. A roll call vote was conducted. Five yes, one no, two absent; motion passed.
    - a. Musgrave YES
    - b. Byville YES
    - c. Simmons YES
    - d. Marsh NO
    - e. Augustin YES
    - f. Kuhn YES
    - g. Powell ABSENT
    - h. Fryling ABSENT
- ii. Employee Benefits Approval
  1. Benefits costs are going up due to employees with spouses/dependents. We have been using the cap for the past two years due to the similar cost to the library; for 2024 there is about a \$5,000 difference between the 80%/20% option compared to the cap option, with the cap option being the higher of the two. There was discussion of the dental and vision coverage, with concerns about the library paying the full amount of the dental and vision coverage for employees and their spouse/dependents rather than fully covering the employee and the employee paying a portion of any spouse/dependents added to the plan. There was also discussion of the high percentage for the MERS contribution and whether this needs to be revised. Bakovka to get more information on MERS, benefits, etc. for future discussion. Bakovka to bring budget amendment to January meeting to reflect the change in benefits cost. Augustin suggested that the Finance Committee review numbers prior to bringing to the Board.

2. Adoption of Resolution 2023-5 (80%/20% Employer/Employee Health Care Cost Option) motioned by Kuhn and seconded by Marsh. A roll call vote was conducted. Two yes, three no, one abstention, two absent; motion fails.
  - a. Musgrave NO
  - b. Byville NO
  - c. Simmons NO
  - d. Marsh YES
  - e. Augustin ABSTAIN
  - f. Kuhn YES
  - g. Powell ABSENT
  - h. Fryling ABSENT
- iii. Director Review
  1. Augustin and Kuhn compiled the comments, goals, and ratings from all board members' director evaluations. Augustin sat down with Bakovka prior to the meeting to review. Augustin provided an overview of the comments and goals for 2024.
  2. There was discussion about the director raise. Motion to provide Bakovka with a 5% raise effective January 1, 2024 motioned by Augustin and seconded by Kuhn. A voice vote was conducted. Five yes, zero no, three absent (Simmons left the meeting prior to this vote); motion passed.
- iv. 2024 Meeting Dates
  1. Tabling of meeting date discussion motioned by Musgrave and seconded by Byville. A voice vote was conducted. Five yes, zero no, three absent (Simmons left the meeting prior to this vote); motion passed.
- v. Board Member Evals
  1. Each board member was given a self-evaluation form, which needs to be returned by the next board meeting on January 9, 2024. If any board members would like to meet with Augustin, they may reach out to her directly.

## X. Around the Table

- a. Kuhn reminded the group that there were fifteen meetings this year (twelve monthly meetings and three special meetings) and board members can check the meeting minutes to calculate their 2023 attendance when completing their self-evaluations. Happy birthday to Bakovka!
- b. Musgrave said thank you to Bakovka.
- c. Byville wished everyone happy holidays!
- d. Marsh thinks we still need to work on recognizing one person speaking at a time.

- e. Bakovka had nothing to add.
  - f. Augustin has a meeting planned with Triangle (at their request); the Building Committee members decided to have all the committee chairs meet with Triangle in order to have more in-depth discussions with about what we need with the perspectives of each committee represented (Bakovka and Augustin to attend also). The meeting is currently planned for January 3, 2024 at 4pm – may need to adjust timing; Augustin to reach out to Simmons to determine her availability to meet. Happy birthday to Bakovka!
- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 9:33 pm.