

Henika District Library  
Meeting Minutes

Henika District Library, Wayland, MI  
Board of Directors Meeting  
October 12, 2021 at 6:30pm

**Members Present:** Meghan Augustin, Sara Davidson-LeFevre, Danielle Simmons, Gary Marsh, Suzy Byville

**Members Absent:** Maria Musgrave, Jacqui Kuhn

**Staff Present:** Cierra Bakovka - Director

**Guests:** None

- I. Call to Order: Meeting called to order by Augustin at 6:37pm.
- II. Approval of Agenda motioned by Marsh and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board
  - A. Friends of the Library Update: Augustin has talked with Kyle Miller, who has mentioned interest in assisting with the FOTL. He has talked with several community members about interest and the FOTL FB page has seen increased “likes” on the page.
- IV. Approval of September 2021 Meeting Minutes motioned by Byville and seconded by Augustin. All yes, motion passed.
- V. Financial Reports for September 2021
  - A. Augustin motioned approval of the paid bills, Byville seconded. All yes, motion passed.
  - B. Credit card detail report was reviewed.

Marsh mentioned the, “Do not Pay” payment for the Circle K, Bakovka accidentally used the Henika card and the library will not be paying that bill.
  - C. YTD Budget vs. Actuals was reviewed. Everything is on track with each staff person’s yearly budget for programming. The upcoming potential

book shortage was discussed, per the article provided by Bakovka from vox.com. Augustin asked if this would affect our book circulation.

- D. United Bank Accounts were reviewed. We are at the highest our accounts have ever been, according to Robin Beckwith with United Bank.

## VI. Director's Report

- A. Monthly Statistics & Technology Use: Our hot spots have been going out, and the great news is they will work in the low-working spots in Wayland and the area. All of the hot spots are out and have all been renewed, not yet returned. No feedback yet, but they seem to be working well. The Nintendo Switch is used constantly and is usually always checked out. The only new technology that hasn't been checked out yet is the Chrome Books. September was the 3rd highest month for programming this year. 129 ppl attended all programs during the month of September. 3,711 passed through the building in the month of September, at an average of 150 ppl per day. Saturdays continue to be really slow, better slightly during programming.
- B. Youth Report: Becky's story times have been steadily increasing and she is having good turnouts. She has been able to re-connect with the area elementary schools to increase advertising for the library's youth programming.
- C. Youth & Adult Services Report: Faith's programs are going well; "Blind Date with a Banded Book" was popular among adults. Courtney completed her first circulation report and is adjusting well taking over for Bethany who is now on maternity leave. The after-school crowd is increasing with kids coming over after school dismissal.

## VII. Old Business

- A. Historical Grant Updates

Simmons met via zoom with Teryl Schields with the City of Wayland and other rep. From the DDA. The meeting results explained that the USDA could help with a low-interest loan (2% or less) instead of a grant opportunity. The USDA cannot give any loans if you have the funds to complete the project yourself. This may be helpful in the future for an addition to the current Henika building. If the library is interested, we may need to begin reaching out to them for that now, to complete the

necessary lengthy paperwork. They cannot recommend anyone to us that they have worked with prior, due to a conflict of interest. Danielle can send them a list of the SHPA (State Historic Preservation Association) contractors that we have looked into, and they can suggest some. We need to reach out to architecture firms, who would be able to create a “bid room” to be put out there for bids (fair chance). During the Zoom meeting, it was asked who owns the building. Henika District Library owns itself, as its own entity. Terrell mentioned that we should reach out to the community and ask who would like to help the library repair the front of the building. Would any other area businesses be willing to donate or fundraise for the repairs? The board discussed Gun Lake Casino and their large funding of local area schools, municipalities, etc. within Allegan County. Gary suggested reaching out to the Gun Lake tribe initially rather than the Casino. Simmons will be following up on the historical grant update.

#### B. Grants, Emergency Connectivity Fund, State Aid, and Other Opportunities

Bakovka shared some good news: our Emergency Connectivity Fund was approved and will fund the hot spots for the next year or so. E-Rate will likely pay about 80% after July 2022. The state passed their budget with an increase in state aid, but the library could receive more funding from that. In addition, the Federal Govt. released millions of dollars of funding, but unfortunately we can't apply for it directly. Michigan is pre-approved for around \$200 million worth of projects, which is exciting. This is something we may be able to apply for later, if the state of Michigan receives the funding. The Annual Michigan State Library conference is starting the week of 10/13/21, and Bakovka and other staff plan on attending. Bakovka is excited and plans to bring new ideas to us next month! Marsh suggested reaching out to the Allegan County Community Foundation for very specific grant opportunities or specific projects (development of the children's dept.) as an example.

#### C. Renovation Bids

Bakovka thanked the building committee for coming into the library and contacting area contractors for bids needed. (The Board Building Committee includes Gary Marsh, Jacqui Kuhn, and Maria Musgrave).

FLOORING BIDS: Bakovka discussed bids the library has received for corporate tiles and laminate plank flooring (for the entryway, behind staff areas, and the bathrooms).

**Absolute Flooring (smaller company): \$20,600.00**

**Empire Today (larger company): \$15,896.00**

Bakovka is waiting for two more additional flooring quotes as well. Bids are coming in at our budget and at the expected spending for these projects.

PAINTING BIDS: Hillis Brothers called on 10/12/21 and offered a 5% discount for the project after sending the bid. They were timely in contacting the library and include a designer in the cost. They could still schedule into the winter with the 5% discount they have offered.

**Hillis Brothers: \$11,181.00**

**Rivertown Painting: \$10,995.00** (Does not include the adult section upstairs area.)

**Brenner Home Improvements: \$20,586.32 (50% due at signing)**

(Local and very enthusiastic, but seemed to be a high bid. Includes the entire building, which is including upstairs adult section.)

**VandDerKolk Painting: \$11,700.00**

(Experienced in historical buildings and houses/painting experience w/in Heritage Hill area. The company is knowledgeable of older buildings and walls. Bid includes both upstairs and downstairs.)

PORCH REPAIR QUOTES:

**D & D Building: Quoted \$92,000.00** for exterior front porch repair.

Remove fieldstone and reuse; remove concrete on the steps, salvage existing handrail and reinstall it. Place new concrete slab on grade and concrete steps. Re-do and update landscaping. Will include a dumpster.

Bakovka is hoping as a goal to have some voting happen on the renovation bids by November 2021. The porch renovation building companies are scheduling as far out as the end of summer of 2022.

Bakovka is most interested in hearing back from the general contractor (Midtown Craftsmen, <http://www.mtcrestoration.com/>), so that they may be able to handle all of the work, rather than Bakovka managing each individual contractor. Bakovka plans to hear back from them by November, and will bring the information to the Board for the November 9th, 2021 Board Meeting. This contractor also has experience with historical preservation and older buildings.

The Board should be prepared to vote on the renovation bids at the November meeting.

#### D. Yankee Springs

Bakovka was invited to attend the Yankee Springs board meeting on Thurs. 10/14/21, but cannot attend due to the Michigan Library Conference she is already committed to. Yankee Springs Twp. has previously voted to join the Henika District Library. The Henika District Library Board needs to decide when to have this issue on the ballot. Bakovka discovered that being on the ballot will cost between \$3k-\$6k. The perpetual millage would continue to remain 1.5 mils. She spoke with the law librarian and consulted on the MI Law Library for Michigan. She will advise us, and draw up the district millage information and ballot request. Bakovka mentioned that should Yankee Springs Twp. be added to the Henika District Library, the Henika Board would need to relinquish both one City and one Township Board position on the Board of Directors to Yankee Springs Twp.

Possible dates for Henika District Library to be included on the Ballot:

May 2022 (Bakovka prefers this month to be on the Ballot)

August 2022

November 2022

### VIII. New Business

#### A. Laverne Johnson Book Fund Account

The account matured; there was \$21k in the CD. Robin at United Bank added the money into the Henika savings account until the Board can make a decision for that money. The money is intended to be spent on books for the library. The bank wants to know if we want to leave it in the account it is currently in, or create a new separate savings account. The amount of \$10k of that money is planned to be spent in 2022. CD rates are very low at this time; so if we decide to extend the CD right now the interest would be low to continue. The Board will push this forward to vote on in December of 2021.

#### B. Employee Benefits

1. Resolution - 80% / 20%: New state law limits employer contributions to public employee health insurance. There are Two Benefit Options for Becky and Cierra:
  - a) Default (yearly cap) \$5,500 per employee for this year. Employees would pay nothing for the yearly benefits. (\$2k out of library budget).

- b) 80/20. Employer pays 80% of premium and employee pays 20%. Cierra pays \$961 and Becky pays just over \$1k out of pocket.

Byville made a motion to vote on the employee healthcare benefit option for Bakovka and Becky. A roll call vote was conducted. Motion passed.

- I. Simmons: YES
- II. Augustin: YES
- III. LeFevre: YES
- IV. Marsh: YES
- V. Byville: YES

#### IX. Around the Table

LeFevre: Mentioned she is happy with how Bakovka has been doing, and thanked the building committee for all of their extra work and taking the stress off of Bakovka. She has been enjoying the additional youth programming for the kids, and is also grateful for the work of the building committee in supporting the renovation bids.

Marsh: When staffing levels were low, there was a suggestion to pay more notice of staff morale and the happiness of staff working at Henika. Marsh thanked Bakovka for helping to add to the happiness factor here at Henika, and for listening to the Board and letting the Board take the additional busy work out of her daily tasks. Marsh is thankful for the goal-oriented board we currently have and is glad for the passion our current members have to make the library a better place and get things done. He is happy about how much time the members put into the library outside of the meetings.

Byville: Asked a question about how we would go about asking about architectural firms who can suggest how to go about our project. She is also happy to be a part of the Board and is eager to make decisions and make progress on the things that need to happen around the library.

Bakovka: Provided a brochure from the United for Libraries Association that includes tools and resources for trustees, friends, and foundations. She thanked the Board for sitting through another long meeting, but is glad that we are getting things done and making progress! She is thankful for everyone helping with the historical grants and assisting with contacting area builders/contractors to work on the library. The building committee has been very helpful. Next month for November, the following items will be a priority for the board meeting: The Laverne Johnson Book Fund, Voting on renovation bids, and staff performance reviews.

Simmons: Enjoying coming on Wednesdays for the art, has been coming about 4 times now. She has been enjoying it with her daughter who is having fun. Did the "Date With a Banned Book" and had a lot of fun doing that. She got to uncover and read Huckleberry Finn.

Augustin: Loves all of the events, and is glad the new staff are throwing out new events to participate in. She recognizes all of the hard work they are putting in to try and get things back up and running. She is so touched that Marsh is very proud of the new Board members. She aims for open discussion and that the new staff at the library feel appreciated. Brought up doing board development with Carol, who supported us through the new Director hire. Augustin talked with Carol last month via email, and she suggested meeting with Augustin and Bakovka first to identify Board Development ideas. The Board will be open to new suggestions from Carol; Augustin will be in contact with her moving forward and plans to meet with her soon.

X. Adjournment

Meeting adjourned at 8:55pm by Augustin.