

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
March 12, 2024 at 6:30 pm

Members Present: Meghan Augustin, Suzy Byville, Tami Fryling, Jacqui Kuhn, Gary Marsh, Danielle Simmons

Members Absent: Maria Musgrave, Sarah Powell

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:31 pm by Augustin.
- II. Approval of Agenda motioned by Marsh and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board: no update provided.
- IV. Approval of February 2024 Regular Meeting Minutes motioned by Byville and seconded by Augustin. All yes, motion passed.
- V. Financial Reports for February 2024
 - a. Monthly check register was reviewed. The payment to Transnation Title was for the fees associated with getting the parking lot title. The Blue Cross Blue Shield payment included a three-month backpay of medical insurance for Tori. The elevator mechanical door split and was replaced. The payment to Tracey Herrell is for summer reading programs. The payment to MJA Landscape was for shoveling, salting, mowing, landscaping, etc.
 - b. Credit Card Detail Report was reviewed. The charge from NEC will be recurring for autopay for the phones. More Tonies were purchased due to generous donations.
 - c. United Bank Accounts were reviewed. Bakovka indicated there will likely be a budget amendment presented next month due to additional income from donations.
 - d. Approval of paid bills motioned by Fryling and seconded by Marsh. All yes, motion passed.
- VI. Director's Report
 - a. Bakovka shared that Henika received donations for purchasing additional Tonies, bringing it to a total of 44 Tonies characters – 35 to be available

for check-out individually and 3 bundles of 3 Tonies for check-out with a Tonies box. There are 227 people signed up to receive the Henika Holler via email, and at least half open it each time it is sent out. Bakovka attended the Chamber kickoff luncheon in February and is continuing to network with representatives of local businesses. The assistant director from Hastings came to do an observation for part of his master's program. Bakovka started the next portion of the financial management course. The financial audit is currently happening; a representative will likely come to the April board meeting to present their findings. Two representatives from the USDA came in for a surprise site visit and gave praise for maximizing use of the space we do have. The Finance Committee will need to plan a meeting soon. The recent staff meeting went well. Tori will likely be out on bereavement leave in the near future and Jess will also be out for a short time. Bakovka will be going to PLA and Advocacy Day in Lansing. National Library Week is coming up April 7-13. The solar eclipse is on April 8; there will be solar glasses available to pick up starting April 3. There are four new grants available locally – three from City of Wayland and one from the Chamber.

- b. Monthly Statistics were reviewed. Door stats are lower than last year; the door counter was missing for a few days and the weather may have also contributed. There were 4 notary appointments in February.
- c. The Youth Services report was reviewed. There were 18 attendees for sensory playtime. Tori will be moving storytime to Tuesday and alternate with sensory playtime. After school art had 105 attendees over 4 sessions. Tori tried offering a teen event “snackcrafters,” which had 2 attendees (not teens). Tori attending local literacy nights and Kindergarten roundup.
- d. The Adult Services report was reviewed. There has been an increase in program attendance. There were 14 attendees for the lip balm/bath salts program. Ten people attended Tobin Buhk's latest presentation. Ten people participated in blind date with a book, a passive program. There is a D&D night coming up at 412. The seed library opens Friday March 15.
- e. The Circulation report was reviewed. Overall circulation is down. Juvenile ebooks are circulating more and MeL items are double last year. There were 22 new patron accounts added in February.

VII. Committee Reports

- a. Building and Grounds 2/12
 - i. Minutes reviewed due to not being available at the last meeting.
- b. Finance 2/21
 - i. Marsh gave an overview of the meeting minutes. The Finance Committee is still exploring options – some doors have closed; others may be opening.

VIII. Unfinished Business – no unfinished business.

IX. New Business

a. Cleaning Service

i. Explored options for cleaning services previously due to dissatisfaction with performance of current cleaning service – other companies are either not affordable or not interested in our library due to it being either too big or too small. Bakovka explained that we are now looking at adding a custodian. Bakovka reached out to other libraries that hire their own cleaners and used that information to assist her in drafting a job description. Bakovka also drafted a letter to submit to the current cleaning company.

1. Approval of proceeding with termination process for Coverall of Michigan using the letter written by Bakovka motioned by Fryling and seconded by Augustin. All yes, motion approved.
2. Adoption of job description with discussed changes motioned by Fryling and seconded by Byville. All yes, motion approved.

X. Around the Table

- a. Simmons attended the paper flower program and enjoyed it.
- b. Byville is excited about the Tonies. Need to plan Building and Grounds meeting.
- c. Marsh thinks we are whittling away at our unfinished projects in a positive manner. Keep focus on the goal and have some help from outside sources. Appreciates the active involvement in evaluating situation from USDA.
- d. Fryling wants to set up a Building and Grounds meeting.
- e. Bakovka is very excited for April, will be very busy; staff is working hard. There is a programming meeting tomorrow, not sure what is planned for Spring Break yet. The April meeting will have more on the agenda.
- f. Augustin reminded the group that the Finance and Building committees need to have meetings; dates to be set after the meeting concludes. Excited for spring. Reminder that April 9 is the next board meeting.
- g. Kuhn loves the variety of programs offered; nice to see Abby getting into her groove and offering programs that fit her interests.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:07 pm.