

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
March 11, 2025 at 6:30 pm

**Members Present:** Meghan Augustin, Jacqui Kuhn, Gary Marsh, Pam Meyer, Maria Musgrave, Danielle Simmons, Deb Vander Slik

**Members Absent:** Rachel Brinks

**Staff Present:** Cierra Bakovka – Director

**Guests:** Aviv Karni

- I. Call to Order: Meeting called to order at 6:32 pm by Augustin.
- II. Approval of Agenda motioned by Kuhn and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of February 2025 Regular Meeting Minutes motioned by Kuhn and seconded by Vander Slik. All yes, motion passed.
- V. Financial Reports for February 2025
  - a. Monthly check register was reviewed. The \$275 payment to MLA was for Tori's entrance fee for the spring institute conference in Frankenmuth. The payment to Rehmann was for end-of-year accounting preparations. The \$300 payment to the Swordsmanship Museum and Academy is for two upcoming programs.
  - b. Credit Card Detail Report was reviewed. Checks were purchased from Intuit for \$217.47. The \$99 Intuit charge was for renewing Quickbooks to try to locate information required to respond to a letter from the IRS requesting a form for tax years 2017 and 2019. The Playaway Products charge was for new launchpads.
  - c. YTD Budget vs. Actual was reviewed. The profit and loss statement in the packet is incorrect due to the accountant entering items based on invoice date rather than payment date, so Bakovka provided corrected copies to the board. Payroll expenses increased from January due to payroll quarterly tax coming out in February.
  - d. United Bank Accounts were reviewed.
  - e. Approval of paid bills motioned by Musgrave and seconded by Augustin. All yes, motion passed.
- VI. Director's Report

- a. Bakovka shared that Andrew put in his notice, so she is actively interviewing for a new circulation assistant. A card reader was purchased so we can take credit card payments; over \$150 in payments have already been processed in the first week and a half of having it. Bakovka will be giving a presentation in Lakeland on Thursday on dealing with unwanted patron behavior. Bakovka has been in contact with Sandra who writes a women's newsletter for the Gun Lake area and wants to include some things for Henika.
- b. Monthly Statistics were reviewed. Traffic stats were down from January but up from 2024. Program attendance is still not as high as last year, partially because of canceling programs due to staff illnesses. Niche Academy had 10 views.
- c. The Youth Services report was reviewed. The most popular youth programs were take your child to the library day, preschool playtime, and the dental health make and takes.
- d. The Adult Services report was reviewed. There were 16 participants for Valentines wreathmaking, 14 for fire cider, 19 for painting, and 4 for the new stitching circle program.
- e. The Circulation report was reviewed. Overall circulation took a dip. There were 13 new patron accounts added in February.

## VII. Committee Reports

- a. Building and Grounds
  - i. The committee worked on an RFP for an architect to keep moving forward with USDA loan application requirements. The committee discussed the need to update the heating/cooling system and the need for updated quotes to make a recommendation to the board.
- b. Finance Committee
  - i. We did not receive the Rural Readiness Grant; Bakovka will be meeting with Henry Wolf in April for feedback. We are waiting to hear back on the Revitalization and Placemaking grant. The Love Your Library fundraiser at 4 One 2 earned \$110. The committee reviewed the budget amendment draft.
- c. Planning Committee
  - i. The committee talked about fundraising initiatives. Bakovka spoke with Gypsy Joy Creations, who said they would beat Bonfire's base cost for t-shirts but further details are not yet available because she has been sick. A dunk tank fundraiser is being planned for Summer Fest; Bakovka is looking for volunteers for the dunk tank and plans to ask Officer Schaefer and Mayor Antel. Direct mail is expensive and further research is needed on options. The next Love Your Library night is March 24 at McDuffs.

VIII. Unfinished Business

a. Fundraising Updates

- i. There was continued discussion about the fundraising initiatives discussed in the Planning Committee update.

IX. New Business

a. Heating and Cooling

- i. Hulst Heating and Cooling provided a quote for \$9740 for a Daikin furnace and air conditioning system. They recommend maintenance twice a year at \$125-200 a visit.
- ii. DeWeerd Heating and Air Conditioning provided a quote for \$11,400 with option to upgrade for additional \$500 for a Lennox furnace and air conditioning system. They recommend maintenance twice a year at about \$160 a visit.
- iii. ACR provided a quote for four options for furnace and air conditioning systems ranging from \$9,400-\$19,000.
- iv. Jacobson Heating and Cooling provided a quote for \$11,490 for a Carrier furnace and air conditioning system.
- v. Discussion ensued. The board cited concerns about lack of knowledge about the products and differences between offerings. The reliability of service providers was also discussed.
- vi. Tabling of the selection of a new heating and cooling system until the next board meeting to get a better understanding of the products and services being offered motioned by Musgrave and seconded by Simmons. A roll call vote was conducted: 4 yes, 3 no, 1 absent; motion passed.
  1. Simmons YES
  2. Musgrave YES
  3. Meyer NO
  4. Vander Slik NO
  5. Marsh NO
  6. Augustin YES
  7. Kuhn YES

b. Budget Amendment #1 F/Y 2025

- i. Bakovka went over the proposed budget amendment. The Finance Committee reviewed the draft amendment line-by-line at the committee meeting and had no concerns. Adoption of budget amendment #1 F/Y 2025 motioned by Kuhn and seconded by Augustin. A roll call vote was conducted: 7 yes, 0 no, 1 absent; motion passed.
  1. Simmons YES
  2. Musgrave YES
  3. Meyer YES

4. Vander Slik YES
5. Marsh YES
6. Augustin YES
7. Kuhn YES

X. Around the Table

- a. Simmons had nothing to add.
- b. Musgrave asked what we could have done differently to be prepared to decide on the heating and cooling system at this meeting.
- c. Meyer will stick to her commitment to research all the heating and cooling options.
- d. Vander Slik had nothing to add.
- e. Marsh had nothing to add.
- f. Bakovka reminded the group about the upcoming Love Your Library night on March 24 at McDuffs.
- g. Augustin gave a reminder about committee meeting dates. The Planning Committee plans to meet on April 21. Augustin to send out an email about scheduling a Building Committee meeting. Finance Committee to set a meeting date after the meeting.
- h. Kuhn reminded the group that the April board meeting is the 3<sup>rd</sup> Tuesday, April 15 at 6:30pm.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn.  
Meeting adjourned at 8:36 pm.