

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
May 10, 2022 at 6:30 pm

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

**Members Absent:** Maria Musgrave

**Staff Present:** Cierra Bakovka – Director

**Guests:** Ryan Brown (Decker Agency)

- I. Call to Order: Meeting called to order at 6:33 pm by Augustin.
- II. Approval of Agenda motioned by Augustin and seconded by Marsh. All yes, motion passed.
- III. Community Opportunity to Address the Board: No updates provided.
- IV. Approval of April 2022 Regular Meeting Minutes motioned by Fryling and seconded by Simmons. All yes, motion passed.
- V. Financial Reports for April 2022
  - a. Credit Card Detail Report was reviewed. Payments have been made for Faith and Bakovka to attend the ALA Conference in DC at the end of June. Bakovka purchased materials at Home Depot to build additional shelving for storage in the basement.
  - b. YTD Budget vs. Actuals was reviewed.
  - c. United Bank accounts were reviewed.
  - d. Approval of paid bills motioned by LeFevre and seconded by Fryling. All yes, motion passed.
- VI. Director's Report
  - a. Monthly Statistics were reviewed. Door traffic continues to rise, with the busiest days being Monday and Wednesday (the nights we are open later and offer more programs).
  - b. The Youth Services report was reviewed. Becky had attendees at a teen program – four teens came for the Dungeons and Dragons program and stayed for about 2.5 hours. Becky is planning another Dungeons and Dragons program with additional help for the role of Dungeon Master. St. Therese students are visiting every two weeks, Baker preschool classes

are visiting next week, and Becky is visiting Pine Street media classes in May.

- c. The Adult Services report was reviewed. Kitty café was a hit with 48 attendees. Mixology has not taken off and will no longer be offered as a monthly event. The seed library is going well. Stoned was the most attended virtual event so far, with 18 virtual guests.
- d. The Circulation report was reviewed. Computer sessions are still popular and everything else is holding steady. 20 new accounts were added in April and there was an increase in renewals. MeL loans are growing exponentially, with 50 items loaned out in April (more than even pre-pandemic statistics). Video games and board games are a lot more popular than pre-pandemic.

## VII. Committee Reports

- a. Building and Grounds Committee: The committee did a walkthrough of the building and groups to assess the current state of the items noted on last year's list and compile any additional concerns. A lot of things noted on last year's walkthrough list have been fixed or planned to be fixed. The biggest concerns currently are accessibility (especially related to the elevator – it is old and not a standard size, and parts are difficult to obtain) and the portico roof on the south side of the building (appears to no longer be structurally sound, with a piece missing and some pieces not attached well).
  - i. Amendment required to change the word “Demolition” to “Deferred” under priority codes on the Building and Grounds Committee meeting minutes. Kuhn to amend and provide updated minutes to Bakovka.

## VIII. Unfinished Business: No unfinished business

## IX. New Business

- a. Building Insurance
  - i. Decker Agency Proposal from Ryan Brown
  - ii. Ryan Brown provided an overview of the insurance proposal from Decker Agency. Decker Agency is a municipal and public entity specialty agency, and the home office located in Portage. Decker Agency is one of nine agents allowed to represent the Michigan Township Participating Plan (“Par Plan”). The Par Plan offers a risk reduction grant program that offers grant opportunities of up to \$5000 twice a year (eligible to apply after being enrolled in the Par Plan for one year)
  - iii. Enrolling in the Par Plan through Decker Agency would lower Henika's insurance cost while also increasing coverage and lowering deductibles, removing caps on occurrences, and adding

public officials' liability coverage and host liquor law liability coverage. It would also give access to the grant program, the dividend sharing program, and free Human Resources assistance.

- iv. The annual premium would be \$2400 for Par Plan, plus an additional \$429 for workers compensation, which represents a savings of about \$1000 compared to our current insurance plan.
- v. Fryling moved to switch to Decker Agency for the proposed coverages of Michigan Township Participating Plan ("Par Plan") and worker's compensation. Augustin seconded. A roll call vote was conducted. Motion passed.
  - 1. Simmons YES
  - 2. LeFevre YES
  - 3. Byville YES
  - 4. Fryling YES
  - 5. Marsh YES
  - 6. Augustin YES
  - 7. Kuhn YES
  - 8. Musgrave ABSENT
- b. Copy, Fax, and Book Sale Donations
  - i. Since pandemic, copy, fax, and book sale have been running on a donation basis to decrease the handling of money. Pricing out a new copier to include in the budget for next year; would like to revisit charging for copies and faxes when we get a new copier.
  - ii. Augustin moved to continue offering copy and fax on a by donation basis and revisit once we figure out new printer options. Kuhn seconded. All yes, motion passed.
- c. Security Cameras
  - i. Ten to twenty books have gone missing over the past 3 months (normally it would be 1-2). Bakovka is working on getting more quotes for security cameras since only one company has provided a quote so far. There are funds available in the equipment budget for this year. The Board would like to see at least one or two comparison quotes. We will plan to revisit the discussion in July.

## X. Around the Table

- a. Bakovka noted that the planning committee meets tomorrow. Finance committee should be getting ready to meet by July to start going over next year's budget - Marsh to determine a time with Kuhn and Musgrave. Bakovka to prepare budget amendment to present to the Board.
- b. Fryling expressed appreciation for how proactive Bakovka is in doing due diligence - so helpful!
- c. Byville asked about adding "indestructibles" books - Bakovka to talk to Becky about this. Suggested kinetic sand as a youth program. Becky can send whatever she needs to Rachel Cimek, who has offered assistance in getting her connected with the librarian at Steeby.

- d. LeFevre commended Bakovka for doing an excellent job – never seem negative or overwhelmed. Excited about summer reading. LeFevre has no idea what to do with the gaga ball pit or how to play it; suggested having an event to teach kids how to play.
  - e. Simmons’ kids love after school art and ask to attend each week.
  - f. Kuhn excited about the school integration and looking forward to the summer reading program. Proud of the staff for continuing to grow and step outside of their comfort zone.
  - g. Marsh commended our staff for being inventive, creative, and industrious. With inflation and the high cost of everything, we need to protect our greatest assets and make sure the staff is paid accordingly. Bakovka noted we can keep this in mind as we go into budget discussions and offered to bring different percentage mockups. Augustin added that we can also look into amending our guidelines/handbook policy about raises/bonuses.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 9:14 pm.