

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
February 8, 2022 at 6:30 pm

Members Present: Meghan Augustin, Tami Fryling, Jacqui Kuhn, Gary Marsh, Maria Musgrave, Danielle Simmons

Members Absent: Suzy Byville, Sara Lefevre

Staff Present: Cierra Bakovka – Director

Guests: Carol Dawe

- I. Call to Order: Meeting called to order at 6:36 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. Board Development with Carol Dawe
 - a. Transparency is the most important thing for a board. Dawe recommended being more transparent than Michigan law requires. Individual committees should bring recommendations to the board for decision making. If no decisions are being made, committee meetings do not fall under the Open Meetings Act; however, Dawe recommends complete transparency by posting agendas and keeping minutes for all committee meetings. Any recommendations being brought to the board should be captured in the minutes.
 - b. Dawe suggested that the second thing to think about after transparency is how the actions or decisions being made meet the strategic plan. Being on a committee does not require that the members be an expert; Dawe recommended reaching out to the director as a resource.
 - c. Dawe plans to attend the March board meeting to assist the board in creating a set of bylaws. The only way a board member can resign is in writing to the board; the governor is the only one who can relieve a board member. Michigan does not have any maximum term limits for being on the board, but there should be maximum term limits for officers specified in the bylaws.
- V. Approval of January 2022 Regular Meeting Minutes motioned by Simmons and seconded by Marsh. All yes, motion passed.
- VI. Financial Reports for January 2022

- a. Down payments have been paid for flooring and masonry work. Masonry work on the porch will take 4-6 weeks and is planned to be completed before the end of summer. Bakovka has about \$50,000 reserved in case of overruns on the renovation projects. About \$1000 was spent on ordering new library cards, which have a minimum order quantity of 3000 at a time. We have received a lot of our City and Township income already. New computers with larger screens have been installed; patrons have been happy because they are much faster than the old computers and do not crash.
- b. Credit Card Detail Report was reviewed.
- c. YTD Budget vs. Actuals was reviewed.
- d. United Bank accounts were reviewed.
- e. Approval of paid bills motioned by Augustin and seconded by Fryling. All yes, motion passed.

VII. Director's Report

- a. Monthly Statistics were reviewed. 3542 people frequented the library in January, with an average 146 people per day. The busiest day of the week in January was Mondays instead of the usual Thursdays, which might be attributed to the first Thursday of January being a snow day. 231 people participated in programs in January, which is an increase of almost 100 people from this time last year.
- b. The Youth Services report was reviewed. Becky held 3 story times in January, with 26 total attendees. After school art remains popular, with 26 attendees over 3 weeks. Winter reading bingo, take and makes, Pokemon night, and Lego night were popular activities as well. Board game night only had 1 participant. With the lack of interest in this program so far, Becky probably will not continue for the time being, but might try again when the weather is better.
- c. The Adult Services report was reviewed. Take and makes continue to be popular. Bath bombs had 11 participants and 18 people came for distress night. Resume night was one of the first virtual offerings and did well. Mocktails and murder has had a slow start, but Faith is hoping it will continue to grow. There have been 25 adult winter reading bingo participants signed up. Faith is working on Tech Tuesday and has another virtual program planned called Decoding the Mysteries of Cats.
- d. The Circulation report was reviewed. Overall circulation has increased from 2021. The special collection continues to be popular, and nine new items including power tools have been added. The purpose of the library is to meet the needs of the community, and being able to offer more than just books is what keeps us relevant. The board commends Bethany on the new format of the circulation statistics report.
- e. Musgrave asked about laptops for use in the building. Bakovka noted that the new computers cost less than expected, so there may be room in the

budget to replace the old laptops that are on their last leg. Bakovka noted that the Chromebooks in the special collection can be checked out for use in-library when they are available, and she will also look into getting new laptops for in-library use.

- f. Bakovka shared that our e-book selection will be expanding with ARPA funding from the state.

VIII. Old Business

- a. Renovation Update: Renovations are scheduled to begin on February 21, starting with paint upstairs and then flooring will begin upstairs as painting begins downstairs. The storage pod is being delivered February 16 and will be in the parking lot. February 18-19 will be “all hands on deck” packing everything away; volunteers age 15+ are welcome. Musgrave recommended putting out a call for volunteers in the high school’s school announcements, The News. During the closure existing holds will be able to be picked up by calling the library, but additional materials cannot be pulled because materials will be packed up. Staff will be answering phones, checking in books, and putting things away as renovations are completed. Musgrave recommended having the staff verbally remind patrons of the closing in the coming week.
- b. Yankee Springs Update: Our lawyer is in the final stages of our draft and we are on track to get everything submitted to the City and Township boards as planned. The City board meets twice a month and Township board meets first week of the month. Bakovka will have more information about which meeting dates the amended agreement will be on the agenda for once it is finished, and she will send out the meeting dates once they are set. There was some discussion of whether timing of the vote at Yankee Springs Township will coincide with the ballot measure for Wayland Union. Yankee Springs has volunteered their town hall for informational meetings.

IX. New Business – no new business.

X. Around the Table

- a. Fryling commented on the reports with the circulation numbers of the month and asked if we have goals for each month. Bakovka responded that that will be part of our strategic plan, which the planning committee will be working on.
- b. Simmons was bummed about having to miss the last Mocktails and Murders and looks forward to joining the next one.
- c. Marsh was pleased to read the comments that Faith gave at the end of her report about developing her programming skills and expanding beyond

crafts. He appreciates this expression of growth and desirability to expand beyond her current comfort level.

- d. Musgrave shared that the staff has been so helpful and patient with her as she learned new technology skills. Good job on renovation stuff.
 - e. Bakovka is very excited for the renovation, after lots of work and planning. Bakovka has finished the certification courses to obtain Level 3 Library of Michigan staff certification, and should be finishing her Masters degree this summer, which will qualify her at a Level 2.
 - f. Augustin thanked Bakovka for all she's doing. We're all excited.
 - g. Kuhn asked about the potential buy-back program for books. Bakovka shared that they are looking into a program called Sustainable Shelves through Baker and Taylor, in which they will buy back titles they plan to resell and recycle the rest for free. Bakovka is also hoping to do a big Main Street Celebration book sale. Kuhn is excited for the renovations to start and glad to have Carol helping us with bylaws.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Fryling. Meeting adjourned at 8:06 pm.