

Henika District Library
Meeting Minutes

Henika District Library, Wayland, MI
Board of Directors Meeting
November 9, 2021 at 6:30pm

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

Members Absent: Jacqui Kuhn

Staff Present: Cierra Bakovka - Director

Guests: Tami Fryling - Interested in open Wayland Twp. board position

- I. Call to Order: Meeting called to order by Augustin at 6:35pm.
- II. Approval of Agenda: Byville made a motion to approve the agenda and Marsh seconded. All yes, motion passed.
- III. Community Opportunity to Address the Board
 - A. Friends of the Library Update:
No update at this time.
- IV. Approval of October 2021 Meeting Minutes motioned by Augustin and seconded by LeFevre. All yes, motion passed.
- V. Financial Reports for October 2021
 - A. We are on track and have a budget amendment on the agenda for the 2021 year.
 - B. Tree Top products was the remaining budget spent from Wayland Kiwanis Club as they dissolved. This money was spent on the two benches outside of the building and the attached plaques.
 - C. Approval of paid bills: Simmons made a motion to approve the paid bills, and Augustin seconded. All yes, motion passed.
- VI. Director's Report

- A. Monthly Statistics: 4,142 people passed through the building in October. Saturday numbers have increased; our programs have been the highest of all year during the month of October. The trick or treating in the library and escape rooms were very popular. We had 109 youth attend and 183 family programs utilized.
- B. Youth Report: 53 people attended 4 different story times during the month. 17 attended the “somewhat spooky” storytime. After-school art continues to grow and stay busy. Becky and Cierra have been working on organizing and purging materials in the basement storage area. Becky has also been attending the monthly playgroup at Baker EI for preschool age children in the community. She has also filmed a bedtime storytime that will be posted virtually, working with the “Talking is Teaching” program.
- C. Adult Report: 30 people attended the serial killer escape room. Crazy cat lady attended the national animal do-good day and had 22 people attend this fun event.
- D. Circulation Report: Courtney has been settling in well and has been working on compiling accurate statistics.
- E. Special collection: The new technology has been busy and has been used consistently. Hot Spots have all been checked out consistently, along with the Nintendo Switch and laptops as well.

VII. Old Business

- A. Laverne Johnson Book Fund Account
Robin at United Bank communicated that so far the savings rate is the best, unless we choose to do a 12 month CD at .25% or regular savings is .15%. As a board we need to decide on a CD or savings account. Augustin proposed to turn the Laverne Johnson Book Fund Account into a 12 month CD at .25% in the amount of \$11,258.34. A roll call vote was passed:
LeFevre: YES
Simmons: YES
Byville: YES
Marsh: YES
Motion approved, all yes.
- B. Renovation Bids (All bid details provided and presented to Board)

PORCH:

D & D Building \$92,000.00- dumpsters and haul-off included;

Reuse as many bricks as possible, redo landscape.

Midtowne Craftsman \$65,560- Has a historic background, longer completion time

Augustin made a motion to accept the porch portion of the Midtowne Craftsman bid, up to a total recalculated amount of \$80,000. Roll call vote:

LeFevre - yes

Slmmons - yes

Musgrave - yes

Byville- yes

Marsh - yes

All yes, Motion passed.

CARPET/FLOORING:

Empire - \$15,896 carpet, LVP

Absolute - \$20,600 local GR company, carpet tiles and hard surface, eager for possibility to do this job

Midtowne - part of total bid, flooring section \$56,800

Musgrave: Motion to accept the flooring bid from Absolute Floor Covering of \$20,600. Ayes - 6, Nays - 0

PAINT:

Hillis Brothers - \$10,593 first bid very profession, agreed to go back to the 10 percent discount, not including the back half of building in the adult area, designer included, \$0 down, 2 year warranty including labor, work through being open still, name brand paint

RiverTown Painting - \$10,995 not doing back adult area, least impressive

VanDerKolk Painting - \$11,700 experience with historical buildings, painting most all areas, detailed plans, close to do job

Brenner Home Improvements - \$20,586.32 local, excited, but highest price, half due before job and half after

CertaPro Painters - \$11,900 timely, professional, includes 2 year limited warranty, very detailed, balance due at completion, work through being open some still, Sherwin Williams paint

LeFevre made a motion for the board to accept the painting bid from Hillis Brothers Painting up to \$12,500 total including the back adult area. Ayes - 6, Nays 0

GENERAL CONTRACTOR:

Midtowne Craftsman

Paint not included in bid, historic building background

Porch - \$65,560

Flooring - \$56,800

Total - \$122,360

C. Snow Removal

Bakovka received a bid from the current landscape company, MJA Landscape, for snow removal. They will come when between 1-2" or more of snow falls; \$65 to do all sidewalks around the building, plus the front steps and porch. \$25 additional will cover the cost of salt for each visit. The high end for the seasonal cost would be approximately \$3,000. Augustin made a motion to approve MJA Landscape's snow removal contract for the 2021/2022 snow season, LeFevre seconded. All yes, motion passed.

D. Grants

Simmons discussed a State tribal local grant funded by the historic preservation fund managed by the national parks service:

-**Save Americas Treasures** grant (through Historic preservation fund) (Due Dec. 14, 2021)

-**Underrepresented Community** grant: Diversifying historic sites registered in historical places/buildings (Due Jan. 11, 2022)

Bakovka discussed other grant opportunities:

-Penguin Random House: small and rural libraries; if selected grants awarded up to \$2500. They review applications every 8 weeks. Library must demonstrate true need, not attached to literacy.

-Allegan Community Foundation: Legacy Fund (\$200,000.00 Worth of grants awarded each year.)

-Institute of Electrical and Electronic Kits available grant for science kits for public libraries; additional STEM kits for students.

-Per Marsh's recommendation, Bakovka attached information on gifts available and charitable giving from Gun Lake Casino and the local tribe. The difference between asking the tribe and casino for funding was discussed.

VIII. New Business

- A. Performance Reviews - possible online form, Carol from Lakeland provided an example for us to consider using. We accepted that form, printed at the end of our packet and to be filled out and turned in at the Library for Augustin to pick up by November 30.
- B. Budget Amendment #2 - detailed discussion accounting for income and expenses to round out the year. Roll call vote:
 - LeFevre- yes
 - Simmons- yes
 - Musgrave- yes
 - Byville- yes
 - Marsh- yes
 - Augustin- yesAll yes, budget amendment approved.
- C. Holiday Bonus? - In the past, Marsh purchased fee-free gift cards from our bank, price option discussions ensued. Simmons made a motion for the Board to approve \$100 gift cards from our bank purchased by Gary Marsh for each of the six employees. LeFevre seconded. Staff Holiday party Dec 10, we plan to have gift cards ready to give for the holidays during that time.

IX. Around the Table

LeFevre: Sees the library and staff doing great things; lots of fun programming happening, and is grateful. Asked about Yankee Springs coming to meeting in December.

Guest, Tami: Asked and suggested about a defibrillator in our building, discussion ensued.

Musgraves: Seeing events on facebook, relief of decision on bids, enjoying helpful staff, thanks to our guest for coming.

Marsh: Happy with our decisions, extensive talking but we made decisions happen.

Byville: Grateful for our decisions made tonight.

Bakovka: Thanks for decision making, excited about the new work, reminder to be kind when we don't agree.

Simmons: Happy and excited for our building projects in the works, happy with programming, and excited for 2022.

Augustin: Happy with all our decisions made. Summarized meeting with Carol about board self evaluations, and compiling our thoughts to have Carol come for Board development possibly during February.

X. Adjournment

Meeting adjourned at 9:21pm by Augustin.