

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

I. Call to Order at 6:34pm

Members Present: Meghan Augustin, Rachel Brinks, Jacqui Kuhn, Gary Marsh, Maria Musgrave, Danielle Simmons, Deb Vander Slik

Members Absent: Pam Meyer

Staff Present: Cierra Bakovka (Director)

Guests: None

II. Approval of Agenda (M)

Augustin requested to add fundraising update to unfinished business. Marsh motioned to approve agenda with change, Augustin seconded. All yes, motion carried.

III. Community Opportunity to Address the Board

No community members present.

IV. Approval of Meeting Minutes

A. January 2025 Regular Meeting Minutes

Kuhn motioned to approve minutes, Vander Slik seconded. All yes, motion carried.

V. Financial Reports

January 2025

Bakovka reviewed the monthly check register. January is normally a more expense-heavy month. New cameras were installed (TKS Security). We've started paying for summer reading program expenses (Cirque Among Us). Joyce Mandel's check that she hadn't received was reissued.

Credit Card Detail Report: Tori will be attending a training in Frankenmuth, plus there were website (WIX) and phone (Intermedia) renewals. Bergsma Plumbing is mailing a refund check for an accidental charge.

YTD Budget vs Actual: First month using Dunham for our accounting! Only note is that the print is a little small on the paper report.

Kuhn motioned to approve paid bills, Augustin seconded. All yes, motion carried.

VI. Director's Report

Summer reading program planning has begun. Some programs are already lined up. Part of the website is designed. We had the annual fire alarm inspection. Sienna (library science student) has started job shadowing.

#### A. Monthly Statistics

We had a few cancelled events due to the weather, so the numbers aren't quite as high as they could have been.

#### B. Youth Report

After school art had 63 attendees, Pokemon Club had 28, Nintendo Perler Beads and Bluey Trivia had 13 and 14, respectively.

#### C. Adult Report

The Mushroom Terrarium event was a little expensive (over \$50 per person). Bakovka is allowing Abby to use her budget as she sees fit for now, as she's trying new things to bring in more people.

#### D. Circulation Report

25 new patron accounts added in January! Bakovka will check on getting a current report of how Spanish-language items are doing. Lakeland is potentially updating their ILS (Integrated Library System), which may change how our reports are generated in the future.

### VII. Committee Reports

#### A. Building & Grounds

Augustin summarized notes from January 20 meeting. Recapped Snowfest. Bakovka attended a Zoom for info on the USDA loan application. Mike Meyer from Triangle was unable to attend because of poor weather. They discussed getting an architect and what we should do with the reading room area when renovating. We can't pay for an architect to give us too many options. The Board will need to make some decisions before we go forward with this.

#### B. Finance

Simmons summarized notes from January 23 meeting. We're still waiting to hear back on the Rural Readiness Grant. Bakovka was waiting on a letter from the mayor for the Revitalization and Placemaking grant, but that has since been received; Kuhn reviewed it and it looks good. Potential millage amounts and goal dates to have it put on the ballot were discussed. Simmons and Kuhn are checking on rental prices for local halls & gyms for fundraising events. Simmons has obtained the envelopes for memorial gifts and they are ready to drop off at Kubiak-Cook. Recapped SnowFest. Discussed Sienna coming and job shadowing.

#### C. Planning

Bakovka summarized January 23 meeting. Most of the strategic plan was tabled until after an architect is hired. There was a lot of brainstorming about fundraising. Notable ideas included a dunk tank at SummerFest, Summer Reading Program add-ons, limited-run swag.

Talked about advertising possibilities, such as signs, direct mailings, and ad in Gun Lake Area Living.

## VIII. Unfinished Business

### A. Expansion Plans

In order to complete our USDA loan application (for up to \$3 million), we have some hoops to jump through, especially an environmental study, which we need an architect for first. Everything is really hinging on an architect.

We need to decide what to do with the reading room - keep enclosed or turn it back into an open-air porch. The State Historic Preservation Organization (SHPO) prefers for us to revert it to the historic porch. SHPO will be adding an opinion to the application, so potentially, this could negatively affect the application if we want to keep it enclosed.

We also need to come up with our ideal plan re: removing the 1960s addition or incorporating it into the new design. To remove it and build new would be more expensive by about \$300,000. To incorporate the 1960s addition would be less expensive overall, but it would also have 250 sq feet less, plus we would still need to install a new elevator or lift, which could easily cost over \$100,000 in and of itself.

We need to decide if we want to aim for just one or two levels for an addition, as well. A second story would, again, be more expensive, and would also require a new elevator. Building a second story up would be a little less expensive than building a basement.

After discussing all of the above, we will be going ahead with the ideal prospect of doing a single story addition, removing the 1960s addition and building new from the original building, and leaving the reading room enclosed. This is the info we will include in the RFP (request for proposal) for architects.

### B. Fundraising Updates

One of the ideas was to offer limited-run swag, so Bakovka mocked up some ideas that we looked through, and she explained the costs and potential profit involved if using Bonfire. She would like to offer a variety of options for purchase during the summer reading program. We are able to upload as many designs as we would like, a variety of colors are available, as well. Musgrave offered the idea of using a local business for this, who also potentially offers lower prices. Bakovka will check out the other business and the Planning Committee will discuss it at their next meeting; if the other business outright says they are too busy to take this on now, Bakovka will launch a Bonfire store.

## IX. New Business

### A. Gun Lake Area Living Opportunity

- a. Mailed to 700-1200 homes
  - b. Will be a minimum \$250/month for just a small print ad.
  - c. Board decided we're not interested in this due to the expense.
- B. Direct mail is \$500-\$800 to send one flyer to the City of Wayland area only. We need to get more specific numbers for our entire service area.

## X. Around the table

Musgrave - Requested to have more detailed agenda items in bullet points to more easily follow along.

Bakovka - Reminded everyone that our fundraiser at 4one2 was the next day.

No one else had anything to add.

XI. Adjournment

Meeting adjourned at 8:38pm.