

## Meeting Minutes

Henika District Library

Board of Trustees Meeting

February 10, 2026 at 6:30 p.m.

Members Present: Meghan Augustin, Rachel Brinks, Elizabeth Engels, Jacqui Kuhn, Gary Marsh, Pam Meyer, Danielle Simmons, Deb Vander Slik

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:30 p.m. by Augustin.
- II. Approval of Agenda, with minor changes, motioned by Brinks and seconded by Engels. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community present.
- IV. Approval of January 2026 regular meeting minutes motioned by Augustin and seconded by Kuhn. All yes, motion carried.
- V. Financial Reports for January 2026
  - A. Monthly check register, credit card detail report, YTD vs Actual, and United Bank accounts were reviewed.
  - B. CD Renewal: We have a CD (ending in 228) that is up for renewal. The renewal got lost in the mail, so Bakovka moved the earned amount into savings. The current interest rate is 2.2%, and we have a 6 month option at 3.65% or a 12 month option at 3.25%. Kuhn motioned to put \$80,000 total into the CD for 6 months at the special rate of 3.65%. Augustin seconded. All yes, motion carried.
  - C. Augustin motioned to approve the paid bills, Vander Slik seconded. All yes, motion carried.
- VI. Director's Report for January 2026

Bakovka hired a new circulation assistant (Sam Jones) who will be starting next week. The next staff meeting, about implicit bias, will be on Feb. 26th. Bakovka replaced the water cooler, which we had previously been renting. It will pay for itself in around 7 months and then we will be saving around \$7.00 per month. There were 2 bats in the basement; they are either hiding somewhere or found their own way out. Simmons knows a local Scout troop that has offered to put up bat boxes.

- A. Monthly Statistics were reviewed. Our January traffic stats were a lot lower than in 2025, but the weather has been much worse this year and we closed several times.
  - B. The Youth Services report was reviewed. Since Tori and Abby switched their activity days (Monday & Wednesday), Tori has had more attendees for Lego Club but much fewer for Pokemon Club.
  - C. The Adult Services report was reviewed. The instructor-led paint class had 24 attendees. The Allegan County Historical Society met at Henika and received a tour.
  - D. The Circulation report was reviewed. Our current way to track active library cards isn't entirely helpful, as it doesn't include people who check out e-books and audiobooks.
- VII. Kennari Report
- A. Updated Case for Support: Kennari's team reworded our case for support with the feedback we provided. Board discussed minor additional changes and Bakovka will communicate these preferences to Kennari.
- VIII. Committee Reports
- A. Finance Committee 1/20 - Simmons summarized the meeting.
  - B. Planning Committee 1/26 - Brinks summarized the meeting.
  - C. Building and Grounds 2/2 - Marsh summarized the meeting.
- IX. Unfinished Business
- A. Director Evaluation Edits - The wrong edited document was in the packet, so Augustin motioned to table the discussion until the next meeting. Kuhn seconded. All yes, motion carried.
- X. New Business
- A. Furnace/AC
    - 1. We received a quote from DeWeerd for the new furnace/AC unit (same model as the last one we purchased). The updated quote includes the cost of replacing the zoning control and dampers, which weren't done last time because the entire system only requires one. Marsh motioned to replace the furnace/AC unit according to the quote we received. Kuhn seconded. All yes, motion carried.
  - B. Policy Updates
    - 1. Bakovka presented policies to create/update. The board discussed the Naming Policy, the Donation and Gift Policy, and the Campaign Spending Policy. Augustin motioned to accept the proposed policies with the updates discussed. Marsh seconded. All yes, motion carried.

- C. Campaign Project Manager
  - 1. Board discussed the possibility of hiring a campaign project manager. Augustin motioned to go forward with creating this new job position. Simmons seconded. All yes, motion carried.
- D. Website Hosting
  - 1. Bakovka presented quotes from 3 providers to update our website hosting to make it compliant with the ADA forthcoming requirements. Board discussed the options. Marsh motioned to go forward with the Streamline Community Professional plan. Augustin seconded. All yes, motion carried.
- E. Blazing Star Solar Endorsement Letter Request
  - 1. Apex Clean Energy has asked the library board to write a letter of endorsement of their solar farm project. Board discussed the possibility and decided not to write a letter and to instead remain neutral on the project.

XI. Around the table:

- A. Brinks - Nothing to add.
- B. Kuhn - Thanks to everyone for sharing their perspectives on the solar farm.
- C. Vander Slik - Nothing to add.
- D. Simmons - Nothing to add.
- E. Meyer - Nothing to add.
- F. Engels - Nothing to add.
- G. Marsh - Nothing to add.
- H. Bakovka - Nothing to add.
- I. Augustin - Thanks for being here and doing the work!

XII. Meeting adjourned at 9:04 p.m. by Augustin.