

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
January 9, 2023 at 6:30 pm

Members Present: Meghan Augustin, Suzy Byville, Jacqui Kuhn, Gary Marsh, Maria Musgrave, Sarah Powell, Danielle Simmons

Members Absent: Tami Fryling

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:34 pm by Augustin.
- II. Approval of Agenda motioned by Marsh and seconded by Musgrave. All yes, motion passed.
- III. Community Opportunity to Address the Board: no update provided.
- IV. Approval of December 2023 Regular Meeting Minutes motioned by Musgrave and seconded by Augustin. All yes, motion passed.
- V. Financial Reports for December 2023
 - a. Monthly check register was reviewed. The mileage reimbursement for Tori was for youth training for summer reading. The final payment was made for the roof, and we also got the final check from the insurance company. The payment to Cherry Valley was due to the heating element on the hot water heater going out. Prepayment was made to Classic Office Systems for the new phone system. Heimler Consulting was used for setup and yearly cost of new emails.
 - b. Credit Card Detail Report was reviewed. The Survey Monkey charge was for a yearly subscription. The charge from American Library Association was for yearly membership renewal. Red Brick Resources, Lerner, and Target charges were for book purchases. Target had a sale on youth books that made them cheaper than our usual vendors.
 - c. United Bank Accounts were reviewed. City Revenue was lower than the budgeted amount. A \$36,000 donation was received at the end of December. The programming line item went over budget due to items not being entered into the youth librarian expense tracking spreadsheet during the transition time between Becky's departure and Tori's arrival. The capital outlay line item also went over due to the final payment for the roof being made in December.

- d. Approval of paid bills motioned by Byville and seconded by Simmons. All yes, motion passed.

VI. Director's Report

- a. Bakovka shared that traffic stats dipped in December, but numbers may have been skewed because one of the door counters stopped working. There was a huge increase in annual door traffic numbers compared to 2022. The two furnace units and two air conditioning units are getting close to needing replacement, so Bakovka is working on getting quotes. DeWeerd suggested staggering replacements (one furnace and one AC unit a year). Bakovka will be presenting at Lakeland again on Thursday on Library of Things. Notary service will not be implemented until after the staff meeting on 25th; Bakovka wants to go over it with all the staff first. Courtney brought up the idea of having monthly circulation meetings with the circulation supervisor and circulation assistants. Bakovka has registered for Library Advocacy Day on April 16th; directors in Lakeland Library Cooperative will take a bus to Lansing to speak with legislators. Bakovka is getting information together to get started on the annual audit. Gun Lake Tribe book fair is coming up February 2nd – 3rd at the Gun Lake administrative building; the proceeds will be going toward Henika, Leighton, Dorr, and J.C. Wheeler libraries to purchase books for collection. The wood chairs in the reading room were previously in the library; the person who had possession of the chairs wants to reunite them with the tables they used to be with if possible; Bakovka to reach out to Then and Now, Teresa Fulk, and Amy Huyck. Holly from the City applied for FIT grant and is creating a team of people who have influence in the community; Bakovka has been asked to be on the team to help with the grant.
- b. Monthly Statistics were reviewed. December statistics were slightly higher than last year.
- c. The Youth Services report was reviewed. Tori had 89 kids at after school art in December. Sensory playtime is going well. 74 people came to see Santa. Pokemon Club remains popular. 32 people attended the play dough parties over break. Tori is starting a new program for teens called Snack Crafters.
- d. The Adult Services report was reviewed. Adult events have had consistent attendance. Abby is discussing collaborative programs for next year with tribal librarian Karen Bos.
- e. The Circulation report was reviewed. Circulation is up over 10,000 from last year. 23 new accounts were added in December. Augustin brought up the idea of adding Tonie Box/Yoto type items for the special collection. A PS5 was recently added to the special collection. The two highest circulating items in 2023 were hotspots and the Nintendo Switch. Kuhn suggested adding a second Nintendo Switch due to its popularity.

VII. Committee Reports – no committee reports.

VIII. Unfinished Business

a. 2024 Meeting Dates

- i. At this time meeting dates will remain planned for the second Tuesday of each month at 6:30pm. It was noted that at least two members will be gone for the June meeting; this date may need to be changed if additional members have conflicts. The board will revisit meeting dates in August to discuss for the new school year.

IX. New Business

a. Committee Assignments

i. Planning Committee

1. Chair – Simmons
2. Member – Powell
3. Member – Fryling

ii. Building & Grounds Committee

1. Chair – Fryling
2. Member – Byville
3. Member – Marsh

iii. Finance Committee

1. Chair – Marsh
2. Member – Musgrave
3. Member – Kuhn

b. Budget Amendment #4 F/Y 2023

- i. There were changes to revenue and expenses in the last 10 days of the month. The finance person at Lakeland stated that you can make a budget amendment after the fiscal year ends, but it is generally not recommended. A draft budget amendment was presented. Discussion ensued. The board agreed not to proceed with the budget amendment.

c. Budget Amendment #1 F/Y 2024

- i. There were significant changes in staff benefits costs for 2024. A draft budget amendment was presented. Some of the padding in the payroll line item was removed and redistributed to other areas. Adoption of Budget Amendment #1 F/Y 2024 as presented motioned by Kuhn and seconded by Byville. A roll call vote was conducted. Seven yes, zero no, one absent; motion passed.

1. Byville YES
2. Musgrave YES
3. Powell YES
4. Simmons YES
5. Marsh YES
6. Augustin YES
7. Kuhn YES

8. Fryling ABSENT

X. Around the Table

- a. Byville suggested adding a music keyboard to the lending library.
- b. Musgrave had nothing to add.
- c. Powell had nothing to add.
- d. Simmons spoke to a patron who wants to try to head up an effort to bring Yankee Springs to a vote again. Santa and Mrs. Claus were great.
- e. Marsh is pleased that surrounding organizations are holding the library in higher esteem than they had in the past.
- f. Bakovka is excited for the new opportunities of the new year. Triangle meeting went very well.
- g. Augustin noted that the planning committee needs to work on setting up a meeting date. The Triangle meeting with committee chairs went well and felt like progress; the group discussed the realistic ideas of expansion, generalizing square footage allocations, etc. to help give a number for the finance committee.
- h. Kuhn is excited about the finalization of the purchase of the parking lot and is happy to have all the staff back. Reminder to everyone to get their board evaluations turned in to Meghan ASAP.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:27 pm.