

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
July 11, 2023 at 6:30 pm

**Members Present:** Meghan Augustin, Suzy Byville, Tami Fryling, Jacqui Kuhn, Gary Marsh, Danielle Simmons

**Members Absent:** Maria Musgrave, Sarah Powell

**Staff Present:** Cierra Bakovka – Director

**Guests:** Aviv Karni

- I. Call to Order: Meeting called to order at 6:37 pm by Augustin.
- II. Approval of Agenda motioned by Fryling and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board: Aviv Karni shared that he thinks Tori is doing a great job.
- IV. Approval of June 2023 Regular Meeting Minutes with the corrected date of June 13, 2023 motioned by Augustin and seconded by Marsh. All yes, motion passed.
- V. Financial Reports for June 2023
  - a. Credit Card Detail Report was reviewed. Bakovka ordered books from ALA through Chicago Books and Journal to help with committees. The charge from School Outfitters was for the new shelf for the board books in the youth area. Summer reading and book sale signs were purchased from Imprint Signs for Summer Fest.
  - b. YTD Budget vs. Actuals was reviewed. Township revenue has almost all come in; there is still some remaining revenue we are waiting on from the City. The miscellaneous expense was from the \$100 cash withdrawal for change for the book sale.
  - c. United Bank Accounts were reviewed. Marsh gave an update on the library's CDs. The CDs are automatically renewed as they mature, but they renew at the standard rate unless the special rate is requested at renewal. Seven CDs are coming mature between September and December 2023. Marsh plans to request renewal at the special rate rather than allowing them to automatically renew under the standard rate. Bakovka shared that Robin at the bank advised that it may be beneficial to take the penalty to end some of the CDs early to renew at the current special rate. Marsh presented current rates, maturity dates, and penalty

amounts for each CD. The Board discussed the benefit of taking the penalty to renew at the special rate due to the significant difference between the CDs' current rates and the special rate of 4.5%, however the time commitment for the special rate was not known and there was concern about tying up funds for too long depending on the length of time required for the special rate. Marsh to inquire about the time commitments for the special rates and bring that information to the Board once available.

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

## VI. Director's Report

- a. Bakovka and Faith went to ALA and learned a lot. The AED has arrived and is functional despite a few parts being on backorder. The library will close early at 1pm on July 18 for the staff to attend the in-person skills test and staff meeting reflection afterward. The annual budget meeting will take place at 6pm on August 8, 2023.
- b. Monthly Statistics were reviewed. June was busier than May and the most popular day of the week was Mondays.
- c. The Youth Services report was reviewed. Tori is adjusting well and is planning to bring back some of the long-standing programs starting next month. There may be some changes made to after-school art to incorporate some activities rather than always being art/crafts. The John Ball Zoo event was a hit, although a fair number of people who signed up did not show up.
- d. The Adult Services report was reviewed. The community art project has been completed and is displayed in the library. Strokes of Genius will have two sessions next month.
- e. The Circulation report was reviewed. Thirty-three new patron accounts were added in June. Bakovka is working with the local schools to distribute cards with the phrase "nothing says school ready like a library card" and a QR code linking to the online library card application. Special collection items and games increased in circulation, while DVDs and audiobooks declined in circulation.

## VII. Committee Reports

- a. Finance Committee Meeting 6/15
  - i. The Finance Committee drafted some policy changes to be reviewed by the Board. The committee is planning to start working on the budget later this month.
- b. Building and Grounds Committee Meeting 7/7
  - i. The attorney's agreement has been written up for buying the parking lot next door. A construction manager needs to be selected

before moving forward with building plans. A true needs vs. wants list needs to be done.

#### VIII. Unfinished Business

##### a. Parking Lot Proposal

i. Bakovka presented the cover letter she prepared, as well as the purchase agreement that was prepared by the attorney. Approval of the proposal to purchase the parking lot motioned by Byville and seconded by Augustin. A roll call vote was conducted. Six yes, zero no, two absent; motion passed.

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

#### IX. New Business

##### a. PTO Policy

i. Bakovka presented the draft policy as recommended by the Finance Committee. Adoption of the revised PTO Policy as presented motioned by Augustin and seconded by Kuhn. A roll call vote was conducted. Six yes, zero no, two absent; motion passed.

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

##### b. Family and Medical Leave Policy

i. Bakovka presented the draft policy as recommended by the Finance Committee. Adoption of the revised Family and Medical Leave Policy as presented motioned by Augustin and seconded by Kuhn. A roll call vote was conducted. Five yes, one no, two absent; motion passed.

1. Simmons YES
2. Byville YES
3. Fryling NO
4. Marsh YES
5. Augustin YES

6. Kuhn YES
7. Powell ABSENT
8. Musgrave ABSENT

c. Staff Meetings

- i. Bakovka would like to be able to have regular in-person staff meetings but scheduling them outside of library hours has been a challenge due to staff not being available. Bakovka would like to request the Board's approval to close an hour early one day a month on either Tuesday or Thursday to have in-person staff meetings. Dates may vary depending on need and staff availability. Approval of adjusting hours for staff meetings per Director and Board President's discretion motioned by Augustin and seconded by Byville. All yes, motion passed.

X. Around the Table

- a. Kuhn gave kudos to Sarah for helping out with tie dye event in Faith's absence.
- b. Simmons had nothing to add.
- c. Byville apologized for arriving late.
- d. Fryling was pleased with our process, appreciates all the discussion prior to voting.
- e. Bakovka had a great time at ALA, is super excited for upcoming staff development, and is excited to go to Vegas for robot competition.
- f. Marsh is pleased the AED is finally a reality. After talking to Jay (artist who made the artwork that is installed on the side of the building), Marsh would like to see changes to the color/pattern of the lights since the solar light has various color capabilities.
- g. Augustin gave kudos to new staff; hopes that Tori is finding her way and excited to start doing some of her own things. Augustin is excited to do anything helpful to get staff meetings going again, feels it is essential to have that time to discuss, brainstorm, and plan all together. The Building Committee will touch base about scheduling their next meeting. Augustin inquired about whether the roof had been assessed for hail damage since many of the homes and businesses in the area have been getting new roofs; Bakovka has submitted a claim with the insurance company.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:37 pm.