

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
October 20, 2022 at 6:30 pm

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

Members Absent: Tami Fryling

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:35 pm by Augustin.
- II. Approval of Agenda motioned by Kuhn and seconded by Marsh. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of September 2022 Regular Meeting Minutes motioned by Lefevre and seconded by Byville. All yes, motion passed.
- V. Financial Reports for September 2022
 - a. Credit Card Detail Report was reviewed. The Bonfire.com charges are for employee shirts. Other purchases included a PlayStation 4 for the special collection, additional organizational slots for the Ellison machine die cuts, and renewal of the Canva subscription.
 - b. YTD Budget vs. Actuals was reviewed.
 - c. United Bank accounts were reviewed.
 - d. Approval of paid bills motioned by Musgrave and seconded by Augustin. All yes, motion passed.
- VI. Director's Report
 - a. Bakovka noted that the printer has stopped printing in color and the new printer will be installed next Thursday. Hold pickup lockers for after-hours pickup are being waterproofed and will go outside front door under the overhang. Bonnie K. Miller will be making a donation to the library for the purchase of materials. Discussed performance of employee within probation period. The open house went well. The library will offer trick or treat during open hours the Saturday before Halloween and the Monday of Halloween.
 - b. Monthly Statistics were reviewed.

- c. The Youth Services report was reviewed. Storytime and after school art remain incredibly popular. LEGO club had first meeting of year with 13 kids in attendance. Little Wiggles, sensory playtime, Pokemon trainers, and STEM club all did well last month. Becky has been visiting the local schools, as well as having classes visit the library. Becky attended the Critics' Café at the high school and had 27 kids sign up to participate.
- d. The Adult Services report was reviewed. Sew Much Fun had 2 attendees and 3 no shows. No attendees for Dungeons and Dragons again despite interest from patrons. Find Your Color had no attendees, although Faith is finding that her Saturday programs historically have low attendance. Strokes of Genius had 13 attendees. Watercolor Leaves programs were popular at Green Acres and Sawmill Estates. Planning and preparing for Art Hop tiny art gallery take and makes.
- e. The Circulation report was reviewed. 35 patron accounts were added in September. Adult print, teen print, tween print, juvenile print, MeL, games, and special collection circulation are up. DVD and audiobook circulation is a bit low, while eBooks and eAudio have increased.

VII. Committee Reports

- a. Planning Committee 10/5
 - i. Lefevre shared that the Planning Committee is working on the timeline for the goals. The committee plans to have a draft done in November in order to present at December board meeting and start implementation as of January 1, 2023.

VIII. Unfinished Business: no unfinished business.

IX. New Business:

- a. 2022 Director Performance Review
 - i. The Board discussed the use of the performance review format from last year and decided to use the same format this year. Augustin plans to hand them out at the November meeting and board members will return to the library by December 2, 2022. Board members are asked to provide feedback related to the evaluation form at the bottom half of the last page.
- b. Timesheets Policy Revision
 - i. Bakovka proposed an update to the policy to reflect that pay periods now close on Wednesdays instead of Thursdays. Musgrave motioned to approve the revised Pay Periods and Time Sheets policy as written. Simmons seconded. All yes, motion approved.
- c. Photocopier Policy Revision
 - i. The photocopier will continue to operate on a donation basis for foreseeable future. Bakovka proposed an update to the policy to

reflect this. Augustin motioned to approve the revised Photocopier Use policy as written. Kuhn seconded. All yes, motion approved.

X. Around the Table

- a. Musgrave received feedback from a patron who is very excited about the new additions to the special collection
- b. Marsh contacted the city garage about picking up the picnic tables for winter storage. Did not get a chance to repaint this summer and will need to do this next year. Suggested an inflation bonus for staff this upcoming holiday season. Augustin suggested bringing this to the next Finance Committee meeting, which ideally should happen before the November meeting.
- c. Bakovka is excited for Halloween and plans on decorating her office door.
- d. Simmons attended the event with the local crime author and found it fascinating. He has 7-8 different presentations he can give, and Simmons suggested planning another event with him.
- e. Augustin would like the finance committee to decide on a time to meet. The building committee should plan to meet in January.
- f. Kuhn nothing to add.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:03 pm.