

MINUTES
BOARD OF TRUSTEES
AUGUST 13TH, 2024 AT 6:30PM

Henika District Library

I. Call to Order 6:30pm by Augustin

A. Members Present: Gary Marsh, Meghan Augustin, Tami Fryling, Danielle Simmons, Maria Musgrave, Jacqui Kuhn, Deborah Vanderslik, Rachel Brinks

B. Members Absent: none

C. Staff Present: Cierra Bakovka

D. Guests: Sarah Champion.

II. Approval of Agenda: 1st Marsh, 2nd Musgrave with proposed changes. All agreed, motion carried.

III. Community Opportunity to Address the Board: Sarah gave update on status of starting a “Friends of the Library” group, is in the process of initial steps and getting interest from the community.

IV. Board Development- concept explained by Augustin to help provide guidance for board and committee members’ expectations and behaviors. Discussion among members agreed upon a *Social Contract* drafted with key/trigger words of Respectful, Efficient, and Preparedness in order to hold all accountable to operate under professional behaviors and be good stewards of the community’s resources. Contract is meant to be a ‘living’ document and change as

needed and will be reviewed on a regular basis with potential to be adopted into the Library's By-laws.

V. Approval of Meeting Minutes: 1st Fryling 2nd Musgrave with proposed changes. All agreed, changes to be sent to Director for reprints.

VI. Financial Reports. Director explained questions and charges for:

- A. Check Register. See attached report
- B. Credit Card Detail Report – see attached
- C. YTD Budget vs Actual – see attached
- D. United Bank Accounts Overview – see attached

Motion to approve paid bills: 1st – Kuhn, 2nd - Augustin, all agreed, motion carried

VII. Director's Report by Bakovka. There was a potential Circulation Assistant hired but apparently changed their mind, so position is posted again. Waiting for final approval of LSDA Grant for additional equipment. Director is planning to participate in a new training opportunity/professional development and continues to participate in town's Development committee.

A. Monthly Statistics- Traffic stats have increased from last year. Program statistics also increasing, up 182% from 2023. Summer reading was very successful with 43% completion to date.

B. Youth Report – *S'mores Cookout* was most successful program with 59 participants, closely followed by *Splash-a-Palooza* with 58 participants, then *Indiana Joel's Magic Show* with 57 participants. Eighty-two kids also participated in this month's scavenger hunt.

C. Adult Report – Bingo has been extremely successful with 148 participants. Murder Mystery Dinner had 52 participants.

D. Circulation Report - over 600 higher than July 2023. 47 new Patron accounts added in July to bring us to a total of 199 for year-to-date. Many categories reaching 'pre-covid' levels again. See attached report.

VIII. Committee Reports

A. Finance Committee (7/17/24 and 7/31/24) – Recommended budget numbers were formulated and to be approved at Board meeting (occurred just prior to this Board meeting). Millage discussions being held about how annual adjustments will impact the library with more accurate numbers for millage(s) and how they would impact the community. Considering having Triangle representative come to upcoming Bldg/Grounds committee meeting and/or meet with all committee chairs as a group.

B. Building and Grounds Committee (8/7/24) – Triangle representative (Mike) present and continues to be helpful with guidance on how to move forward. Current plan is to obtain a rough drawing to present to the Board. This requires getting the Board approval to spend the money for said drawing. (later in this meeting).

IX. Unfinished Business- none

X. New Business

A. Whistleblower Policy – As part of updating our Fraud/Risk policies, potential for a Whistleblower policy to be discussed and voted on.

Motion to discuss: Augustin/Kuhn.

Discussion held about process that should be followed for a Whistleblower situation. Director reports that she would be responsible for setting the procedure on how to follow the policy. Decision to proceed with approving current policy and rely on Director to define the process from there.

Yays: Musgrave, Marsh, Brinks, Simmons, VanderSlik, Kuhn, Augustin, Fryling

Nays: none

Motion carried; Policy adopted.

B. Par Plan Risk Reduction Grant (2024-2) was applied for in Spring of 2024 but not obtained. Now going to re-apply with updated information.

Motion to apply for Grant: Kuhn/Musgrave

In favor- all

Opposed – none

Motion carried

C. 2025 Budget Motion: Simmons/Musgrave

1. Resolution to pass budget (2024-3)

Yays: Fryling, Musgrave, Marsh, Brinks, Simmons, VanderSilk, Kuhn, Augustin

Nays: none

Motion carried

2. Resolution to Set Mill Levies (2024-4)

Motion to Set Mill Levies: Musgrave/Kuhn

Yays: Fryling, Musgrave, Marsh, Brinks, Simmons, VanderSlik, Kuhn, Augustin

Nays: none

Motion Carried

D. 2024 Budget Amendment #3 (2024-5) – Motion to approve adjustments (Henika District Library Budget Amendment #3 FY 2024) regarding flexible line items by Kuhn, seconded by Fryling.

Yays: Musgrave, Marsh, Brinks, Simmons, VanderSlik, Kuhn, Augustin, Fryling

Nays: none

Motion carried

E. Expansion Project

1. Historical Status – Whether to maintain historical status as it currently stands discussed. As explained by Bakovka, State vs Federal status have different requirements; state being more restrictive; ours is State designated. Even if we do not maintain the State status, the Federal status will remain. Survey done last month yielded 103 responses with 78% agreeing to have State historical status removed so a new library can be expanded with less limitations.

Motion to discuss: 1st Fryling, 2nd Augustin.

Discussion reveals all board members are willing to forego the State historical status in order to remove barriers for continued growth and serve the local community's library needs in a timely manner.

Motion to proceed with intention to drop State Historical status in the event of an expansion by Kuhn, seconded by Augustin.

Yays: all members

Nays: none

Abstain: Kuhn

2. Architect – Payment for *Conceptual Drawings* to provide some visualization of what a new library could look like once financing has been secured was discussed. In order to include the community in the progress being made, discussion held about how to launch concepts to the community. One option is to introduce potential plans this October at the Library's 125th anniversary. Second option would be during December when Wayland has its Winter Festival. Plan would include a visualization of what could potentially be built if drawing could be ready by then. A drawing could be a tangible way to gain support from the community as this project gets launched.

Motion: To allow Building/Grounds committee to pay fee to Triangle up to \$1000.00 for a conceptual drawing. 1st Augustin 2nd Fryling

Yays: All members

Nays: none

XI. Around the table:

Gary- nothing to add

Meghan- Reminder that committee members need to be re-aligned with 2 new members now on the board.

Tami- nothing to add

Cierra- nothing to add

Jacqui – welcome to new members. Great job on Murder Mystery Dinner to all involved.

Maria- nothing to add

Danielle- nothing to add

Deborah- nothing to add

Rachel – nothing to add

XII. Adjournment Motion: Augustin/Fryling – adjourned at 9:13pm.