

## Meeting Minutes

Henika District Library

Board of Trustees Meeting

October 14, 2025 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. Meeting called to order at 6:30 p.m. by Augustin.
- II. Approval of Agenda motioned by Brinks and seconded by Kuhn. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community present.
- IV. Approval of September 2025 meeting minutes, with discussed changes, motioned by Augustin and seconded by Kuhn. All yes, motion carried.
- V. Financial Reports for September 2025
  - A. Monthly check register was reviewed. Baker & Taylor went out of business, so more of our materials are being purchased through Amazon.
  - B. Credit card detail report wasn't available in time; will be reviewed next month.
  - C. YTD vs Actual was reviewed.
  - D. United Bank accounts were reviewed.

Approval of paid bills motioned by Marsh and seconded by Simmons. All yes, motion carried.

- E. CD \*079 Maturing on October 22nd. We have the option to renew at a special rate of 4% for 5 months, or at 3.75% for 11 months. Augustin motioned to renew at 4% rate for 5 months on Oct. 22nd. Kuhn seconded. Roll call vote taken, all yes.

## VI. Director's Report for September 2025

Abby was interviewed by Wood TV about the Halloween D&D program she's putting on. MeL budget has been approved for the next year. More teens are spending time at the library after school.

- A. Monthly Statistics, Youth Services, and Adult Services were reviewed.
  - B. The Circulation report was reviewed. There was an error in the report, and circulation numbers were actually 4775 higher than this time last year. There was more participation in this "library card sign up month" than in previous years.

VII. Committee Reports:

A. 9/16 Finance Committee

Simmons summarized the meeting, emphasizing that the committee thinks it best to push back the ballot date. They also discussed selecting a financial advisor (which we will need to run a bond campaign) and the importance of a “Yes” campaign.

B. 9/23, 9/30, 10/14 Planning Committee

Brinks summarized the meetings, noting that the committee will bring a recommendation re: fundraising professional to the board later in the meeting.

VIII. Unfinished Business

A. Triangle Agreement Clarification

Discussed the Design/Build versus Traditional delivery methods. Design/Build was the original preference, as Triangle would give more hands-on support. Traditional was considered due to USDA requirements, but we are no longer using USDA. Augustin motioned to utilize the Design/Build method, Kuhn seconded. All yes, motion carried.

IX. New Business

A. Copier Policy Revision

Due to recent increases in the use of the copier, without sufficient donations to cover the cost, Bakovka presented a copier policy revision that would allow most patrons to use on a donation basis, per usual, while those with large print jobs to be charged. Augustin motioned to revise the copier policy as presented by Bakovka, with discussed changes, Kuhn seconded. All yes, motion carried.

B. Fundraiser Proposals

The planning committee summarized their thoughts on the interviews conducted with Kennari Consulting and Kristin Gootjes Consulting. Discussion ensued. Meyer motioned to hire Kennari Consulting. Engels seconded. Roll call vote: Brinks- yes, Kuhn- yes, Simmons- yes, Meter- yes, Engels- yes, Marsh- no, Vander Slik- yes, Augustin- yes. Motion carried.

C. Director Evaluation Update

Augustin presented a new form for the annual evaluation of the director. Discussion ensued, including the possibility to create an FAQ sheet to add to the new-member binder for how to use the evaluation. Augustin motioned to revise the form with changes discussed, and re-evaluating it in 2026 once we have used the form. Brinks seconded. All yes, motion carried.

X. Around the table: No one had anything to add.

XI. Adjournment of the meeting motioned by Brinks and seconded by Augustin. Meeting adjourned at 8:52 p.m.