

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
June 23, 2023 at 6:30 pm

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

Members Absent: Maria Musgrave

Staff Present: Cierra Bakovka – Director

Guests: Aviv Karni

- I. Call to Order: Meeting called to order at 6:34 pm by Augustin.
- II. Approval of Agenda motioned by Marsh and seconded by Augustin. All yes, motion passed.
- III. Community Opportunity to Address the Board: Aviv Karni thought the book sale was great.
- IV. Approval of May 2023 Regular Meeting Minutes motioned by Fryling and seconded by Augustin. All yes, motion passed.
- V. Financial Reports for May 2023
 - a. Credit Card Detail Report was reviewed. The \$96 charge with Calendly was for a year-long membership to an online scheduling platform, which aided Bakovka in scheduling interviews for the two positions that were open simultaneously. The Etsy charges were for summer reading shirts. The Red Cross charges were for the online portion of CPR certification for the staff. The \$2525.99 charge with American AED was for the purchase of the AED machine, which should arrive in July. Game Stop had a buy one, get one free video game sale, so Becky and Faith stocked up on games and split the charges.
 - b. YTD Budget vs. Actuals was reviewed.
 - c. United Bank Accounts were reviewed. The board would like Bakovka or Marsh to inquire with the bank about maturity dates of the CDs. Approval to roll the CD ending in 344 into a new CD upon maturation motioned by Fryling and seconded by Marsh. All yes, motion passed.
 - d. Approval of paid bills motioned by Byville and seconded by Augustin. All yes, motion passed.
- VI. Director's Report

- a. Bakovka updated the board on the status of CPR/First Aid training. All staff have finished online portion and now have 90 days to complete the in-person skills test, which Bakovka would like to schedule as a full group. Bakovka proposes early closure (1pm) on Tuesday, July 18 for the staff to attend the in-person training together. Approval of early closure on July 18 for the purpose of staff CPR/First Aid skills testing motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- b. Summerfest was a great success – the book sale yielded \$564.13 in sales, 114 people participated in the community art piece, and 211 people signed up for summer reading. Both open positions have been filled – Jess is the new circulation assistant and Tori is the new youth librarian. Tori helped at Summerfest and will be in starting on Monday June 19. Bakovka and Faith will be attending ALA in Chicago next week, leaving Thursday and returning the following Tuesday. Bakovka dealt with a few bats in the library a few weeks ago but has not seen any since.
- c. Monthly Statistics were reviewed. The most popular day in May was Thursdays. Program attendance dropped a bit; this was likely due to the end of school year, preparations for summer reading, and having no youth librarian.
- d. The Youth Services report was reviewed. Bakovka did two story times, with 21 attendees. Faith took over after school art and had one of the biggest months to date. Sarah stepped in to lead Lego club and Pokemon trainers. 30 kids attended the June Bee Kind story time.
- e. The Adult Services report was reviewed. There were 17 attendees for the mini pinata craft. The seed library is winding down but still had 36 packets taken in May. Henika will host author Sharon Emery on June 16 as part of the Michigan Notable Authors Tour.
- f. The Circulation report was reviewed. Overall YTD circulation is up significantly compared to last year at this time. Computer sessions were very high in May, with lots of kids playing computer games after school.

VII. Committee Reports

- a. Building and Grounds Committee Meeting 5/17
 - i. Fryling reviewed the minutes from the May 17 meeting. The committee is exploring potential avenues for growth/expansion. Marsh's proposal about acquiring an existing building has not yet received a response. The committee is looking at construction manager proposals and exploring the opportunity to purchase the parking lot for future expansion.
- b. Finance Committee Meeting 5/24
 - i. Marsh reviewed the minutes from the May 24 meeting. The committee discussed PTO and parental leave with a goal of clarifying policies. Meeting again this week to continue discussions.

VIII. Unfinished Business: no unfinished business.

IX. New Business

- a. Electronic Transactions of Public Funds Policy (Meghan/Tami)
 - i. Bakovka explained the necessity for an electronic transactions policy and presented a boilerplate policy from our lawyer. The policy would allow us to use PayPal to receive electronic payments. PayPal offers lower fees for nonprofits and allows the payee to cover the fees if they so choose. Adoption of the Electronic Transactions of Public Funds Policy as written motioned by Augustin and seconded by Fryling. A roll call vote was conducted. All yes, motion passed.
 1. Simmons YES
 2. Byville YES
 3. Powell YES
 4. Fryling YES
 5. Marsh YES
 6. Augustin YES
 7. Kuhn YES
 8. Musgrave ABSENT
- b. Purchase Parking Lot (Meghan, Jacqui)
 - i. Bakovka reached out to City about the option of purchasing the parking lot. The City Manager and Mayor shared that the City does not have a long-term strategic purpose for the parking lot, so they would likely be able to sell it to Henika for a nominal fee. Henika would be responsible for all fees associated with the purchase and the proposal would need to be approved by the full City Council. With the sale, Henika would need to take over maintenance of the parking lot, including plowing/salting. Approval to move forward with the proposal to purchase the parking lot from the City by having the lawyer draft an agreement motioned by Augustin and seconded by Kuhn. A roll call vote was conducted. All yes, motion passed.
 1. Simmons YES
 2. Byville YES
 3. Powell YES
 4. Fryling YES
 5. Marsh YES
 6. Augustin YES
 7. Kuhn YES
 8. Musgrave ABSENT
- c. Vice President and Planning Committee Seat Openings
 - i. Nominee for Vice President of the Board
 1. Bakovka gave a brief overview of the role of the Vice President.

2. Nomination of Byville for board Vice President for the remainder of the current term motioned by Kuhn and seconded by Fryling. All yes, motion passed.
- ii. Planning Committee Seat
 1. Augustin gave an overview of the committees and roles. The Planning Committee is currently meeting quarterly to check in on the strategic plan.
 2. Powell to join the Planning Committee.
 3. Simmons to serve as Planning Committee Chair.

X. Around the Table

- a. Marsh is happy Bakovka has hired the open positions and noted that she has an excellent reputation for finding the right person. Met Tori on Saturday, impression is that she will fit in and do great.
- b. Bakovka is excited for summer reading and encouraged everyone to sign up. Excited for ALA; already been invited to events by some of our vendors, got so many great ideas last year.
- c. Fryling welcomed Sarah to the board.
- d. Powell is glad to be here, appreciates the opportunity. Will not be at July meeting.
- e. Byville asked about the results of the load test on the lift system. Bakovka stated it passed and the inspector should be back out now that load test is complete. The lift system looked at every three months.
- f. Simmons had a good time at Summerfest, was glad to be able to help/volunteer. Book sale was great, lots of people looking at books, lots of books available. Signed up for summer reading, looking forward to that. Looking forward to upcoming programs.
- g. Kuhn is excited for summer reading. Met Tori at Summerfest and thinks she will be great. Looking forward to summer programs.
- h. Augustin welcomed Sarah. Missed Summerfest due to caring for a family member, excited for summer reading.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 7:54 pm.