

## Meeting Minutes

Henika District Library

Board of Trustees Meeting

April 15th, 2025 at 6:30pm

Members Present: Meghan Augustin, Rachel Brinks, Jacqui Kuhn, Pam Meyer, Danielle Simmons, Deb Vander Slik

Members Absent: Gary Marsh, Maria Musgrave

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:39 p.m. by Augustin.
- II. Approval of Agenda motioned by Brinks and seconded by Augustin. All yes, motion passed.
- III. Community Opportunity to Address the Board: No community present.
- IV. Approval of March 2025 meeting minutes motioned by Augustin and seconded by Vander Slik. All yes, motion passed.
- V. Financial Reports for March 2025
  - A. Monthly check register was reviewed. Several of the bills were accidentally listed twice, so the actual total is \$16, 656.02. A few notable payments were the quarterly payment for cameras, an activity for small-space gardening payment, and the Michigan Gas bill, which was for two months.
  - B. Credit card detail report was reviewed. \$348 to Wix for website management. \$140 for ALA membership. \$263 to Square for a card reader, which is already being used often. \$125 to Direct Mail was to get addresses for new movers in the area.
  - C. YTD vs Actual was reviewed. \$2500 is showing as under Miscellaneous, but should be under Grants. Bakovka will be keeping track of all errors made by the new accounting firm.
  - D. Approval of paid bills motioned by Augustin and seconded by Kuhn. All yes, motion passed.

- E. United Bank accounts were reviewed. We have two CDs (ending in -548 and -556) that are maturing on April 22, 2025. Bakovka's recommendation is to rollover the CDs for another 6 months. Kuhn motioned to rollover the CDs ending in -548 and -556 at the special rate for 6 months when they mature, Augustin seconded. Roll call vote: Vander Slik - yes, Simmons - yes, Meyer - yes, Kuhn - yes, Augustin - yes, Brinks - yes. Absent: Marsh & Musgrave. Motion passed.

VI. Director's Report for March 2025

- A. Bakovka reminded us of hiring Jake Gless for the circulation assistant position. Bakovka was contacted by a journalist who writes for The Gander and who is doing a piece on Michigan libraries. He grew up in the area, so he wants to talk about Henika in the article.
- B. Monthly Statistics were reviewed. Traffic was up a bit in March, though numbers might be a little high, as there was trouble with one counter. Program numbers were good.
- C. The Youth Services report was reviewed. The Adopt-a-Reading-Buddy program did well with 53 attendees. The Pokemon club, Lego club, and After-school art were still popular and steady.
- D. The Adult Services report was reviewed. There were several events that did well in March, including the Escape Room, Pirate Cutlass Class and Small Space Gardening.
- E. The Circulation report was reviewed. Circulation was a bit low, which is normal for March, since it is spring break month. There was a big increase in card sign-ups, with 44 total. The Niche class "Libby Partner Collections" was popular with 36 views. The seed library did really well. Flowers and vegetables were popular.

VII. Committee Reports: No committees met.

VIII. Unfinished Business

- A. Fundraising Updates: We have started selling our merchandise and have had a few sales already. We made \$140 with the McDuff's Love Your Library fundraiser. There is an upcoming fundraiser at Open Road Brewery all day, March 30th.
- B. Heating and Cooling: Bakovka reached out to Mike Meyers at Triangle for their input, who said all quotes are within the market or even lower. Vander Slik talked to her contacts who said the average person will not notice much of a difference between the various equipment options. Meyer checked out the companies we are considering, who all had A+ ratings with BBB. The Carrier and Lennox equipment appeared to Meyer to be better for our purposes. Discussion ensued.  
  
Brinks motioned to use DeWeerd for the furnace and air conditioner set and upgrade to the 2-stage model for an additional \$500. Augustin seconded. Roll Call vote: Vander Slik - yes, Simmons - yes, Meyer - yes, Kuhn - yes, Augustin - yes, Brinks - yes. Marsh & Musgrave absent. Motion passed.

IX. New Business

- A. Architect RFP: We need proposals in order to complete our USDA loan. Architects will submit their bids to Triangle, who will communicate with the Building Committee, who will do interviews as necessary and make a recommendation to the Board. We reviewed the RFP that Bakovka put together; discussion ensued.

Augustin motioned to accept the presented RFP with discussed changes, to go out on May 1st. Simmons seconded. All yes, motion passed.

X. Around the table:

- A. Vander Slik - Nothing to add.  
B. Simmons - Nothing to add.  
C. Meyer - Nothing to add.  
D. Kuhn - Excited about steps being taken toward expansion and appreciates everyone coming prepared.  
E. Bakovka - Excited about summer reading, congratulated Simmons on a career certification, hopes Pam heals from injury soon.  
F. Augustin - Excited about summer reading. Would like Tori to talk to the schools about summer reading. Proposed moving the July 8 meeting to July 15, will be mentioned at the next meeting, too.  
G. Brinks - Thanks to Pam for doing all the research on the HVAC items.

XI. Meeting adjourned at 7:55 p.m.

Note: Scheduled committee meetings:

- Planning: April 28 at 4:15 p.m.
- Building: May 5 at 6:15 p.m.
- Finance: May 6 at 4:15 p.m.