

## Meeting Minutes

Henika District Library

Board of Trustees Meeting

November 11, 2025 at 6:30 p.m.

Members Present: Meghan Augustin, Rachel Brinks, Elizabeth Engels, Jacqui Kuhn, Gary Marsh, Pam Meyer, Deb Vander Slik

Members Absent: Danielle Simmons

Staff Present: Cierra Bakovka – Director

Guests: Mike from Triangle

- I. Call to Order: Meeting called to order at 6:30 p.m. by Augustin.
- II. Approval of Agenda, with noted changes, motioned by Kuhn and seconded by Augustin. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community members present.
- IV. Approval of October 2025 meeting minutes motioned by Augustin and seconded by Meyer. All yes, motion carried.
- V. Financial Reports for October 2025
  - A. Approval of paid bills motioned by Brinks and seconded by Meyer.
    1. Monthly check register was reviewed. The majority was quarterly billings, plus a few annual billings.
    2. Credit card detail report for Aug-Oct 2025 was reviewed.
    3. YTD Budget vs Actual and United Bank accounts were reviewed.
  - B. All yes to motion to approve paid bills, motion carried.
- VI. Director's Report for October 2025

We have a new (bought used from the Rockford library) return bin that matches the front desk (it was only \$10 compared to a few hundred dollars when new!). The haunted house fundraiser was a success - we earned \$1740. We've received the new quotes for the employee health insurance. Bakovka and Brinks attended the fundraising kickoff meeting with Kennari. The staff did a great job getting all the new books catalogued and onto the shelves.

Monthly Statistics, the Youth Services report, the Adult Services report, and the Circulation report were reviewed. There was higher foot traffic in October, but lower circulation numbers.

VII. Committee Reports

- A. 10/14 Planning Committee - The committee voted to bring a recommendation to the board to hire Kennari for professional fundraising services.

VIII. Unfinished Business

A. Expansion Project Update

- 1. Triangle Associates - Mike gave brief update on going forward with the design/build agreement.
- 2. Kennari - Reviewed the plan of work that Kennari presented us during the kickoff meeting. Bakovka will send out a poll to determine the initial meeting dates for November and December.

B. Director Evaluation Update

- 1. Augustin edited the document to reflect the changes we discussed at the last meeting. Augustin motioned to adopt this Director Evaluation to use this year and assess it in early 2026. Kuhn seconded. All yes, motion carried.
- 2. The evaluations need to be turned in by Monday, December 1st at 8:00 p.m.

IX. New Business

- A. FY 2024 Budget Amendment #4 - Bakovka presented a budget amendment based on new funds received, and actual and anticipated expenses. Augustin motioned to adopt Budget Amendment #4 of FY 2024. Kuhn seconded. All yes, motion carried.
- B. Staff Holiday Bonus - Last year, we gave \$250 to each employee. Brinks motioned to give \$250 to each employee this year. Kuhn seconded. Roll call vote: Kuhn - yes, VanderSlik - yes, Meyer - yes, Engels - yes, Marsh - yes, Augustin - yes, Brinks - yes, Simmons - absent. Motion carried.

X. Around the table

- A. Brinks - Nothing to add.
- B. Kuhn - Nothing to add.
- C. VanderSlik - Nothing to add.
- D. Meyer - Kudos to Cierra for best fundraiser ever.
- E. Engels - Nothing to add.
- F. Marsh - Impressed with Bakovka's attention to detail.
- G. Bakovka - If you see the staff, be sure to let them know how great they are doing!
- H. Augustin - Great job to Bakovka on the haunted house.

XI. Adjournment of the meeting motioned by Augustin and seconded by Brinks. Meeting adjourned at 7:36 p.m.