

Meeting Minutes

Henika District Library

Board of Trustees Meeting

December 9, 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. Call to Order: Meeting called to order at 6:37 p.m. by Augustin.
- II. Approval of Agenda motioned by Kuhn and seconded by Marsh. All yes, motion carried.
- III. Community Opportunity to Address the Board: None present.
- IV. Approval of December 2, 2025 Special Meeting minutes motioned by Kuhn and seconded by Augustin. All yes, motion carried.
- V. Financial Reports for November 2025
 - A. Approval of paid bills motioned by Brinks and seconded by Simmons.
 - B. Monthly check register and credit card detail reports were reviewed. Bakovka returned some unused Halloween candy to Costco for \$68.67. Statements reflect two months (Oct and Nov) paid to Absopure. Heimler updated all computers, etc. to Windows 11.
 - C. YTD vs Actual and United Bank accounts were reviewed.
 - D. All yes to motion to approve paid bills, motion carried.
- VI. Director's Report for November 2025
 - A. Bakovka is around 70% through the annual staff performance review meetings. There were a lot of Kennari meetings. Bakovka attended a round-table meeting with the Michigan Attorney General, Dana Nessel, discussing the funding cuts to IMLS and actions to be taken against the Trump administration. Summer Reading 2026 plans have begun (program will be dinosaur themed). Around 1550 people came to Snowfest. Wayland Mayor Jennifer Antel wants to have a coffee meeting at the library for the public. Library staff are finishing up inventory, the first since Bakovka has been the director.
 - B. Monthly Statistics, Youth Services, Adult Services, and Circulation reports were reviewed. Tori has been doing a teen event each month and they are well-attended. The paint-alongs are always popular for adults.

VII. Committee Reports

- A. 11/18 Finance Committee - Kuhn summarized the meeting minutes.
- B. 11/18 Building & Grounds Committee - Brinks summarized the meeting minutes.

VIII. Unfinished Business: None

IX. New Business

A. Director Evaluation

- 1. 7 out of 8 evaluations were turned in by board members; Augustin compiled them and met with Bakovka to give an overview. The board discussed Bakovka's performance and salary. (The form we use still needs some work and we will tweak it in the coming months.)
- 2. Kuhn motioned to give Bakovka a 5% raise effective January 1, 2026. Brinks seconded. Roll call vote: Kuhn - yes, Vander Slik - yes, Simmons - yes, Meyer - yes, Engels - yes, Marsh - yes, Augustin - yes, Brinks - yes. Motion carried.

B. Medical Benefits Employer Contribution 2026

- 1. Board discussed whether to use a cap on the employee insurance plan or do an 80/20 plan. Polled members, everyone desired to keep the cap option. Augustin motioned to move on to the next agenda item, Kuhn seconded. All yes, motion carried.

C. Emergency Closure Policy

- 1. Bakovka presented a replacement for our current Emergency Closure Policy and other policies to streamline them. Board discussed the policies. Augustin motioned to adopt the suggested policy as written, with the library name updated, to replace our current Severe Weather, Closing Due to Power Outage and Emergency Situations policies.

D. 2026 Meeting Dates

- 1. Board reviewed meeting dates and made a few minor changes. Meeting dates will be publicly posted by the end of the year.

E. Trustee Evaluations

- 1. Annual trustee evaluation forms distributed. The completed forms should be returned in January.

X. Around the table

- A. Brinks - Nothing to add.
- B. Kuhn - Has a new puppy named Barnabas.
- C. Vander Slik - Nothing to add.
- D. Simmons - Will be returning to college for a program in education!
- E. Meyer - Nothing to add.
- F. Engels - Nothing to add.
- G. Marsh - Nothing to add.
- H. Bakovka - Nothing to add.
- I. Augustin - Good work, everyone!

XI. Adjournment of the meeting motioned by Augustin and seconded by Brinks. Meeting adjourned at 8:26 p.m.