

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
July 12, 2022 at 6:30 pm

Members Present: Meghan Augustin, Sara Lefevre, Tami Fryling, Jacqui Kuhn, Gary Marsh, Danielle Simmons

Members Absent: Suzy Byville, Maria Musgrave

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:34 pm by Augustin.
- II. Approval of Agenda motioned by Marsh and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board: The Friends of the Library Facebook page has gotten some new likes in the recent weeks. Lefevre to hold onto the keys and email password for the time being.
- IV. Approval of June 2022 Regular Meeting Minutes with the spelling correction of “Fefevre” to “Lefevre” motioned by Augustin and seconded by Lefevre. All yes, motion passed.
- V. Financial Reports for June 2022
 - a. Credit Card Detail Report was reviewed. The multiple duplicate Meijer charges were the result of a widespread Meijer system error – all erroneous charges were credited back.
 - b. YTD Budget vs. Actuals was reviewed. Additional E-Rate income was received.
 - c. United Bank accounts were reviewed.
 - d. Approval of paid bills motioned by Fryling and seconded by Augustin. All yes, motion passed.
- VI. Director’s Report
 - a. Library of Michigan sent out an information sheet on book challenges, censorship, and Michigan public libraries. Bakovka has emailed the board with information on upcoming trustee training opportunities. Thanks to advocacy by the Library of Michigan and Michigan Library Association, the state aid budget increased by about \$5000 statewide.

- b. Monthly Statistics were reviewed. Foot traffic dipped again by a small amount, although program attendance is still high. Mondays were the most attended day in June. There have been a lot of summer reading signups and several finishers already.
- c. The Youth Services report was reviewed. Becky attended the bounce party at Steeby and gave out lots of summer reading signups. The Animal Magic program was very popular and the summer kickoff party was well attended. 210 patrons came to see the horses. Gather to Grow library lunches have started and will be held on Thursdays from noon to 1 pm. The tween book club is doing ok. Tunes and Tails program is coming up soon.
- d. The Adult Services report was reviewed. There were a lot of crafting programs in June, such as the sea turtle plush, sea glass necklaces, and seashell bookmarks. Faith plans to offer more drop-in programming.
- e. The Circulation report was reviewed. Computer sessions are up from last year. Overall circulation up again from the last two years. Added 39 new patron accounts in June.

VII. Finance Committee Report: The Finance Committee went through two budgets – one including Yankee Springs Township and one without including Yankee Springs Township. The committee will meet again on July 28 to review the budgets and discuss employee compensation.

VIII. Unfinished Business

- a. Security Cameras
 - i. Bakovka obtained quotes from three vendors for security cameras for the building. The merits of each option were discussed.
 - ii. TKS Security: about \$4000 for installation and equipment. Remote video service is billed quarterly, with a total cost of about \$180 per year.
 - iii. EPS: About \$5000 for installation and equipment. Monthly service cost of \$540 per year.
 - iv. Presidio: about \$5500 for installation and equipment. Video feed would be stored in-house with no remote access.
 - v. Approval of installation of security cameras as proposed by TKS Security motioned by Marsh and seconded by Augustin. Roll call vote. All yes, motion passed.
 - 1. Lefevre: YES
 - 2. Marsh: YES
 - 3. Fryling: YES
 - 4. Simmons: YES
 - 5. Augustin: YES
 - 6. Kuhn: YES
 - 7. Musgrave ABSENT
 - 8. Byville ABSENT

IX. New Business

i. Video Surveillance Policy

1. Bakovka attended an “Intellectual Freedom and the Law” session at the conference. Public entities are seeing an increase in “First Amendment audits” where people go into public or governmental spaces and film, often harassing staff and other patrons. In response, a lot of libraries are enacting filming policies. The proposed Video Surveillance Policy was reviewed. Kuhn suggested adding “on library property” to cover when events are held outside.
2. Adoption of the Video Surveillance Policy as presented with the addition of “in or on library property” motioned by Augustin and seconded by Lefevre. All yes, motion passed.

ii. Special Meeting for August (Mill Levies and Budget)

1. Special Meeting for August to discuss Mill Levies and Budget on August 9, 2022 at 6:00 pm motioned by Augustin and seconded by Kuhn. All in favor, motion passed.

X. Around the Table

- a. Lefevre shared that her kids are having a great time coming to the library. Question about the benches: will the old one be removed since we have the new ones? Marsh to haul it away. Proud of where the library has been going, all good things happening.
- b. Marsh had nothing to add.
- c. Fryling noted that it has been a good year and everything is going well.
- d. Bakovka noted that there will be a book sale from 10-6 at the Main Street Celebration and Becky plans to do a kids craft. DDA will have a petting zoo in green space and will be using some water for the animals. With the printer being down, there is not enough cash on hand for the book sale cash box. The board approves Bakovka to withdraw up to \$100 cash from United Bank for the book sale cash box.
- e. Simmons was at Yankee Springs meeting – there was a small group that was extremely opposed to using the library, but a few in attendance to support it.
- f. Augustin noted that the next meeting for Yankee Springs is July 26th at 7 pm at the Yankee Springs Town Hall. Augustin plans to attend and invites others to attend in support as well. Reminder to think about schedule so we can be prepared to set the last quarter of 2022 meetings at the September meeting.
- g. Kuhn is loving the summer reading activities, appreciates the bingo sheets to keep everyone engaged once they finish the original summer reading sheets. Excited to hear more information from the conference.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn.
Meeting adjourned at 8:02 pm.