

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
December 13, 2022 at 6:30 pm

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

Members Absent: Maria Musgrave

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:37 pm by Augustin.
- II. Approval of Agenda motioned by Fryling and seconded by Marsh. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of November 2022 Regular Meeting Minutes motioned by Byville and seconded by Lefevre. All yes, motion passed.
- V. Financial Reports for November 2022
 - a. Credit Card Detail Report was reviewed. The Yodeck charge is on the credit card; it is in use now and Bakovka is very happy with it so far. The Renaissance Baltimore hotel and a few small transportation charges are from Becky's YALSA conference. The purchases made in Wisconsin Dells were for holiday and Halloween decorations.
 - b. YTD Budget vs. Actuals was reviewed. The overage in bank charges is due to a canceled check fee from a payment that got lost in the mail.
 - c. United Bank accounts were reviewed. Marsh met with Robin at the bank to learn about the new savings program for public funds and converted some of our savings accounts to the new program to take advantage of the better interest rates.
 - d. Approval of paid bills motioned by Lefevre and seconded by Augustin. All yes, motion passed.
- VI. Director's Report
 - a. Bakovka shared that the hold lockers are starting to get some use. Henika was closed a few days in November due to snowstorms and power outage. The current weather policy is that if school is closed, opening is delayed until 1pm; road conditions are assessed around 11am to

determine if staying closed the rest of the day. Bakovka hired Sarah to fill Madi's position; Sarah has shown great customer service and is great with the kids.

- b. Monthly Statistics were reviewed. There were 5920 people through the doors in November. There have been a lot of after school kids, especially on Tuesdays and Thursdays. When kids are loud at the computers, they are given three warnings and then all computers get turned off for 15 minutes; if noise continues to be a problem, they are done for the day. Trash being left around has also been a problem. Program attendance is up from last year.
- c. The Youth Services report was reviewed. Preschool storytime attendance was lower this month, most likely due to the weather. After school art had 98 attendees across two weeks. The make your own boba tea had 9 attendees. Some highlights from the YALSA conference were learning more about Japanese terms to help understand the content and age range of a manga, collaborative storytelling, and networking.
- d. The Adult Services report was reviewed. A few programs canceled due to power outage and snowstorm. Cupcake decorating was popular but had several no shows. The leather keychain craft had 14 attendees and positive feedback. Snowstorm ornaments had 15 attendees over two sessions.
- e. The Circulation report was reviewed. Nintendo Switch and PS4 games are wildly popular right now. Active accounts only include people who physically check out from the library, that figure does not include accounts that are accessing only electronic materials. Tween print circulation went up, probably in part because of after school art. Board games are circulating four times more than they did pre-pandemic. Physical audiobooks have gone down a little bit, but e-audiobooks are way up. Bakovka bought a portable CD player with Bluetooth capability to add to the special collection.

VII. Committee Reports

- a. Planning Committee 11/15
 - i. The board previously discussed the content of the committee meeting at the November meeting. Minutes from the 11/15 meeting were provided.

VIII. Unfinished Business: no unfinished business.

IX. New Business:

- a. Strategic Plan 2023-2026
 - i. The board reviewed the strategic plan presented by the planning committee.

- ii. Adoption of Resolution #6 motioned by Kuhn and seconded by Fryling. A roll call vote was conducted. All yes, resolution adopted.
 - 1. Byville YES
 - 2. Simmons YES
 - 3. Lefevre YES
 - 4. Frying YES
 - 5. Marsh YES
 - 6. Augustin YES
 - 7. Kuhn YES
 - 8. Musgrave ABSENT
- b. Director Performance Review
 - i. Augustin would like to make some changes to the format/wording of the director evaluation sheet and officially bring to a meeting in the new year to make it an official part of the director handbook.
 - ii. Augustin and Kuhn compiled the comments, goals, and ratings from all evaluations. Augustin sat down with Bakovka last week to review. Augustin provided an overview of some of the accomplishments from 2022 and goals for 2023.
 - iii. Annual salary of \$50,290 for Cierra Bakovka effective January 1, 2023 motioned by Augustin and seconded by Marsh. A show of hands vote was conducted. All yes, motion approved.
 - 1. 7 YES
 - 2. 0 NO
 - 3. 1 ABSENT
- c. Budget Amendment #4 FY 2022
 - i. Bakovka presented a proposed budget amendment to account for a few small changes to the budget as the end of the fiscal year nears. E-Rate, Township contribution, and income from copies, faxes, fines, interest, donations, and book sale were above budget. The bank charge for the canceled check was not previously budgeted for.
 - ii. Adoption of Budget Amendment #4 FY 2022 as presented motioned by Augustin and seconded by Kuhn. All yes, motion approved.
- d. 2023 Employee Benefits
 - i. Michigan state law provides public employers with two options for contributions to employee healthcare: "80/20" or "hard cap." The board reviewed both options and the associated expenses.
 - ii. Continuation of the "hard cap" option for employee medical in 2023 motioned by Augustin and seconded by Kuhn. All yes, motion approved.

X. Around the Table

- a. Simmons is looking forward to book club on January 7. Showed turtle plushie sewing craft from summer.

- b. Lefevre shared that the planning committee should meet in January to continue work on the newly adopted strategic plan.
 - c. Fryling is becoming more burdened with the Patmos situation and would like to plan to discuss further within a formal meeting to learn from them and be preemptive. Bakovka suggested materials challenge training or intellectual freedom training.
 - d. Bakovka is excited about this past year and the upcoming year. The staff holiday party is Friday night. Adult winter reading started yesterday.
 - e. Marsh brought up the parking lots in town; discussion of private lots vs. city lots. Bakovka would like to approach the city about potentially getting ownership of the parking lot.
 - f. Augustin passed out board self-evaluations and asked board members to return them at the January meeting. Committees will reform in January. The January board meeting will be January 17 at 6:30pm, plan to discuss committees and dates for the year.
 - g. Kuhn can't think of a time the library has been more inviting and welcoming. With so much accomplished this year, Kuhn is thankful and proud of Bakovka, the staff, and the board.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:42 pm.