

## Meeting Minutes

Henika District Library

Board of Trustees Meeting

June 9, 2026 at 6:30 p.m.

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

Members Absent: Elizabeth Engels

Staff Present: Cierra Bakovka (Director)

Guests: Joe (Grabridge), Ryan Brown (Decker Agency)

- I. Call to Order: Meeting called to order at 6:30 p.m. by Augustin.
- II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community present.
- IV. Approval of May 2026 regular meeting minutes motioned by Kuhn and seconded by Marsh. All yes, motion carried.
- V. Financial Reports for May 2026
  - A. 2025 Audit Presentation
    1. Joe from Grabridge presented the audit and answered questions from the Board.
    2. We did receive a Corrective Action Plan from the State of Michigan due to a grant reimbursement (from the City of Wayland) for a 2025 expense not being received until January 2026. Bakovka presented an email response, which the Board reviewed and approved with a minor correction.
    3. We have \$82,887 in unspent funds from 2025. Marsh proposed to put 50% in the building funds account and 50% in the checking account. Brinks seconded. Roll call vote:
      - a) Kuhn - yes
      - b) Vander Slik - yes
      - c) Meyer - yes
      - d) Simmons -yes
      - e) Marsh - yes
      - f) Augustin - yes
      - g) Brinks - yes
  - B. Monthly check register, credit card detail report, YTD vs Actual and United Bank accounts were reviewed.

1. \$699.02 to 4Imprint was accidentally paid twice (one via check, one via credit card) and they are sending a refund.
2. The accountant sent the credit card bill to us instead of sending the funds to United Bank, so Bakovka mailed the payment, but it arrived late and we were charged late fees. Bakovka previously asked the accountant to refund this, but has not received a response yet. Meyer suggested contacting United Bank to have the charge reversed since our account is in good standing.
3. Bakovka purchased Little Caesar's pizza during Library Worker Appreciation Week for a staff training/meeting. Was advised by Carol of Lakeland that, while normally funds may not be spent on food for staff, it is acceptable if it is only once a year and for training.
4. The accountant forgot to send the financial reports on time again. The accountant also charged us for postage to send the aforementioned bill back to us. The board will reassess in September whether to keep the accountant for the remainder of the fiscal year.
5. Approval of paid bills motioned by Simmons and seconded by Vander Slik. All yes, motion carried.

VI. Director's Report for May 2026

- A. SummerFest is this week and library card sign-ups will be available there for the first time!
- B. Monthly Statistics, Youth Services, Adult Services, Circulation, and Kennari reports were reviewed.

VII. Committee Reports

- A. Building and Grounds (6/3, 6/8, 6/9) - Bakovka summarized the meetings, which all centered on the conceptual architect proposals.
- B. Planning Committee (5/20) - Bakovka summarized the meeting.

VIII. Unfinished Business: None

IX. New Business

- A. Insurance Renewal
  1. Ryan Brown from Decker Agency gave an overview of the insurance renewal changes.
  2. Our insurance premium renewal was increased slightly (though the percentage decreased compared to last year's renewal increase) due to the claim a few years ago for the roof, which was considered a "catastrophic loss."
  3. Brown and Bakovka are already considering grants that may help decrease future costs. Brown also mentioned adding water sensors, which are free.
- B. F/Y 2026 Budget Amendment #2
  1. Bakovka presented a budget amendment. Kuhn motioned to approve F/Y 2026 Budget Amendment #2 with the changes discussed. Augustin seconded. All yes, motion carried.
- C. Conceptual Architect Proposals
  1. Bakovka summarized the proposals received from Ambient Architecture, Intersect Studio, and Spark43 Architects, as well as the interviews conducted by

the Building and Grounds Committee with Ambient Architecture and Intersect Studio. The B&G Committee recommended using Intersect Studio.

2. Board discussed the proposals and the library's needs. Augustin motioned to hire Intersect Studio to provide conceptual design architectural services for our expansion. Marsh seconded. Roll call vote:
  - a) Kuhn - no
  - b) Vander Slik - yes
  - c) Simmons - abstain
  - d) Meyer - yes
  - e) Marsh - yes
  - f) Augustin - yes
  - g) Brinks - no

Motion carried.

#### D. Officer Election

1. Board voted for officers.
  - a) Secretary - Rachel Brinks (unopposed)
    - (1) All yes
  - b) Treasurer - Danielle Simmons (inc; unopposed)
    - (1) All yes
  - c) President
    - (1) Meghan Augustin (inc)
      - (a) 4 yes, 3 no. Failed, since Augustin needed a unanimous vote to win due to term limits.
    - (2) Jacqui Kuhn
      - (a) 4 yes, 3 no.
    - (3) Pamela Meyer
      - (a) 3 yes, 4 no
  - d) Vice-President
    - (1) Jacqui Kuhn (inc) - Eliminated since she won President office.
    - (2) Meghan Augustin
      - (a) All yes

#### X. Around the table:

- A. Kuhn - Nothing to add.
- B. Vander Slik - Nothing to add.
- C. Simmons - Nothing to add.
- D. Meyer - Was renewed by Wayland Township to serve her first complete 4-year term.
- E. Marsh - Is enthusiastic about the community support we have for our summer programs.
- F. Bakovka - Staff has done a great job preparing for Summer Reading Program.
- G. Augustin - Excited about Summer Reading Program, happy for the hard work committees are doing and the leaps we're making as a Board to progress in our goals.
- H. Brinks - Nothing to add.

#### XI. Meeting adjourned at 8:56 p.m.