

Meeting Minutes

Henika District Library

Board of Trustees Meeting

October 13, 2026 at 6:30 p.m.

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

Members Absent: Gary Marsh

Staff Present: Cierra Bakovka – Director

Guests: Keagan (High school civics student)

- I. Call to Order: Meeting called to order at 6:31 p.m. by Kuhn.
- II. Approval of Agenda motioned by Augustin and seconded by Meyer. All yes, motion carried.
- III. Community Opportunity to Address the Board: No comments.
- IV. Approval of September 2026 regular meeting minutes motioned by Augustin and seconded by Engels. All yes, motion carried.
- V. Financial Reports for September 2026
 - A. Monthly check register was reviewed.
 1. There were problems with the accountant again.
 2. Highlights include paying former employee Abby to present an adult program, Sugar Palace for a cookie program to happen in December, renewal of SWANK subscription through LLC at a great discount, and renewal of Local Hop subscription.
 - B. Credit card detail report was reviewed.
 - C. YTD vs Actual was reviewed.
 - D. Expansion Budget reviewed. The information from the accountant was accurate this month!
 - E. United Bank accounts were reviewed.
 1. CD ending in 079 is coming due. There are a couple options for renewal: 12 months at 3.75% and 24 months at 4%.
 2. Kuhn motioned to roll CD ending in 079 into the 12 month CD at the 3.75% rate. Augustin seconded. All yes, motion carried.
 - F. All yes to motion to approve paid bills, motion carried.

G. Approval of paid bills motioned by Miller and seconded by Vander Slik.

VI. Director's Report for September 2026

The staff meeting on Oct. 27th will be about how to safely ask someone to leave after all other options have been exhausted. (This is partly in response to a recent incident with a patron.) Bakovka had a meeting with tribal librarian Karen Bos and Bakovka will be presenting at the tribal library Nov. 19 to share what Henika has to offer to tribal members. Camlytics has been installed. It was a frustrating process for Bakovka and, so far, the reports are not accurate. She will do more tweaking and contact the referring library to see if it can be improved.

- A. Monthly Statistics were reviewed. Door counts are off for 3 weeks of the month due to Camlytics issues.
- B. The Youth Services report was reviewed.
- C. The Adult Services report was reviewed.
- D. The Circulation report was reviewed.
- E. Kennari Report was reviewed. The designated find has been set up, and 2 more grant applications submitted.

VII. Committee Reports

- A. 9/23 Finance - Bakovka summarized the meeting.
- B. 10/7 Finance - Meyer summarized the meeting.

VIII. Unfinished Business

- A. ACCF Agency Fund
 - 1. Bakovka shared the answers she received re: questions the Boards had had last month.
 - 2. We were advised that if we open a fund, we should place the funds in during the ACCF matching periods. The next period will be in March 2027.
 - 3. Admin fee is 1.5% annually. Return is often around 5% net according to other clients.
 - 4. Board has decided to put this option on hold until we are further along in the expansion process.

IX. New Business

- A. Bookkeeping Position
 - 1. Finance Committee has recommended that we hire an internal bookkeeper instead of continuing to use an outside accountant.
 - 2. Board reviewed the proposed job description and associated documents re: cost, etc.
 - 3. Augustin motioned to create a new position for a bookkeeper, with the job description, etc. presented by Bakovka, with the goal to post the position

in November, onboard in December. Kuhn seconded. All yes, motion carried.

B. Committee Assignments

1. Reviewed the current slate, considering that Marsh is hospitalized and Miller recently joined Board.
2. Brinks will step down as Chair of Planning Committee. Miller accepts Chair position, Brinks will continue as member.
3. Brinks accepts Interim Chair of Building and Grounds Committee. Miller accepts Interim Member position.
4. Engels will step down as Fundraising Campaign Committee Member and Board Liaison. Vander Slik accepts the position.
5. All other positions remain the same.

X. Around the table:

- A. Augustin - Thanks to everyone for stepping up, welcome to Miller, kudos to staff, ready for a cozy fall!
- B. Vander Slik - Nothing to add.
- C. Miller - Thanks for welcoming him to Board; excited to jump in!
- D. Engels - Apologized for backing out of Campaign Committee, but she realized it wasn't a great fit.
- E. Meyer - Welcome to Miller!
- F. Bakovka - Super excited about new bookkeeper position, will be visiting Marsh in hospital soon, reminded all about making any desired comments to appropriate persons re: e-rate changes by tonight. Booked honeymoon!
- G. Kuhn - Thanks to Keagan, civics student, for joining the entire meeting, huge welcome to Miller, reminded all to make donations to Henika so that we have 100% board support for expansion.
- H. Brinks - Thanks to Miller for taking on Planning Committee Chair position. Thanks to Augustin for taking notes during first half of meeting.

XI. Adjournment of the meeting motioned by Kuhn and seconded by Augustin. Meeting adjourned at 8:07 p.m.