

Meeting Minutes

Henika District Library

Board of Trustees Meeting

September 8, 2026 at 6:30 p.m.

Members Present: Meghan Augustin, Rachel Brinks, Elizabeth Engels, Jacqui Kuhn, Gary Marsh, Pam Meyer

Members Absent: Deb Vander Slik

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:30 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 community present.
- IV. Approval of Meeting Minutes
 - A. August 2026 Special Meeting minutes motioned by Augustin and seconded by Kuhn. All yes, motion carried.
 - B. August 2026 Regular Meeting minutes motioned by Augustin and seconded by Kuhn. All yes, motion carried.
- V. Financial Reports for August 2026
 - A. There were more errors on the part of the accounting service.
 - B. Monthly check register was reviewed.
 - C. Credit card detail report was reviewed.
 - D. YTD vs Actual was reviewed.
 - E. United Bank accounts were reviewed.
 - F. Approval of paid bills motioned by Brinks and seconded by Augustin. All yes, motion carried.
- VI. Director's Report for August 2026
 - A. Bakovka is working out the details of new compliance laws re: PDF files of our documents (meeting minutes, agendas, etc.) on our website. Our youth and adult programs will be switching back to their previous days (Youth will be Wednesday, Adult will be Monday), due to attendance levels.
 - B. Monthly Statistics were reviewed.
 - C. The Youth Services report was reviewed.
 - D. The Adult Services report was reviewed.

- E. The Circulation report was reviewed.
- F. Kennari report was reviewed.

VII. Committee Reports

- A. 8/12 Finance Committee: Bakovka summarized the meeting minutes.

VIII. Unfinished Business: None

IX. New Business

- A. Budget Amendment #3, F/Y 2026

- 1. Bakovka presented a draft amendment to the budget. Augustin motioned to adopt Budget Amendment #3, FY 2026, as presented. Kuhn seconded. All yes, motion carried.

- B. Treasurer Position

- 1. Brinks nominated Meyer for Treasurer. Augustin seconded. Meyer accepted nomination. All yes. Meyer will serve a partial term of 1 year, 10 months.

- C. Library Board Applications

- 1. Bakovka gave overview of the 4 applications. Board discussed. Augustin motioned to recommend Michael Miller for the open City seat, with Amy Dzierzyc as a back-up. Brinks seconded. 5 yes, 1 no. Motion carried.

- D. ACCF Designated & Agency Funds

- 1. Board discussed the possibility of opening fund(s) (Designated and Agency options) with Allegan County Community Foundation. The Designated Fund would allow donors to donate to a 501(c)3 (sometimes required for grants) which we don't have ourselves currently. We would not have access to any donor information, however, since they would be donating to a separate organization. The Board has questions re: fees, policies, etc. that Bakovka will bring back to ACCF.
 - 2. Augustin motioned to open a Library Designated Fund through ACCF, and to table the option of a Library Agency Fund pending further information from ACCF and an attorney. Marsh seconded.
 - a) Augustin - yes
 - b) Meyer - yes
 - c) Engels - yes
 - d) Marsh - yes
 - e) Kuhn - yes
 - f) Brinks - yes

Motion carried.

- E. Door Count Systems

- 1. Bakovka gave overview of new door counter options, since ours need to be replaced. Board discussed pros and cons of each. Kuhn motioned that we test, for the remainder of the year, the Camlytics door counter system. Engels seconded. All yes, motion carried.

F. Special Collection & Lending Limits Policies

1. Bakovka gave overview of our current Special Collection & Lending Limits Policies, shared other libraries' policies, and presented a draft of updated policies. Board discussed. Augustin motioned to adopt the new policy, as presented and with discussed changes. Kuhn seconded. All yes, motion carried.

X. Around the table:

- A. No one had anything to add.

XI. Adjournment of the meeting motioned by Kuhn and seconded by Augustin. Meeting adjourned at 8:50 p.m.