Meeting Minutes

Henika District Library

Board of Trustees Meeting

November 10, 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: Kirstin VanderMolen from Kennari Consulting

I. Call to Order: Meeting called to order at 6:30 p.m. by Kuhn.

II. Approval of Agenda with discussed changes motioned by Augustin and seconded by Kuhn. All yes, motion carried.

III. Community Opportunity to Address the Board: None

IV. Approval of October 2026 regular meeting minutes motioned by Augustin and seconded by Vander Slik. All yes, motion carried.

V. Financial Reports for October 2026
   A. Monthly check register, Credit card detail report, YTD vs Actual, and United Bank accounts were reviewed.
      1. Approval of paid bills motioned by Augustin and seconded by Miller. All yes, motion carried.
   B. CD 079 is up for renewal.
      1. Meyer motioned $60,000 from CD ending in 079 and put it into a new CD at the current special rate (at the time of the meeting is 13 months at 4.2 %). Miller seconded. All yes, motion carried.
   C. Holiday Employee Bonus
      1. Discussed giving employees a holiday bonus. Augustin motioned that we give a holiday staff bonus of $250 to each of our 9 employees. Kuhn seconded. All yes, motion carried.
   D. Expansion Budget reviewed.

VI. Director's Report for October 2026
   A. Allegan County libraries will get to use a traveling Anne Frank exhibit for a week. We will be doing a VR program at the same time related to the exhibit, and likely other programs, as well.

B. We received around 50 applications for the new bookkeeper position and Bakovka is conducting interviews. She will also be starting staff year-end reviews soon.
C. Monthly Statistics, Youth Services, Adult Services, and Circulation reports were reviewed.
D. Kennari Report was presented by Kirstin VanderMolen from Kennari Consulting.

VII. Committee Reports
A. 10/28 Planning Committee: Miller summarized the meeting minutes.
B. 11/10 Finance Committee: Meyer summarized the meeting minutes.

VIII. Unfinished Business
A. People Counters
1. The Camlytics system we've been trying for a couple months is not working well for us. Reviewed a variety of options for a new system.
2. Augustin motioned to use FacilitySight (refurbished option) for our new counter system. Miller seconded. All yes, motion carried.

IX. New Business
A. Kennari Contract Renewal
1. Kirstin presented a new 12-month contract. Board asked questions related to the contract, our relationship with Kennari, and what the Board can do to further our fundraising campaign. Augustin motioned to renew our contract with Kennari Consulting for 6 more months, from Dec. 1, 2026 - May 31, 2027. Brinks seconded. All yes, motion carried.
B. Employee Insurance 2027
1. Reviewed potential employee health insurance plans. Miller motioned to renew the current plan with the 80/20 option to be signed in December. Engels seconded.

Roll call vote:

a) Augustin - yes
b) Vander Slik - yes
c) Miller - yes
d) Engels - yes
e) Meyer - yes
f) Kuhn - no
g) Brinks - no

Motion carried

C. Mission Statement
1. Our mission statement is currently quite old. The planning committee has recommended an update to make the language more active.
2. Kuhn motioned to adopt the revised mission statement as written and recommended. Augustin seconded. All yes, motion carried.

D. Snow Removal and Ice Management Services
    1. Discussed proposals for snow and ice removal services from MJA Landscape (whom we have used for the previous 5 years) and Zdubs.
    2. Kuhn motioned to continue using MJA Landscape for our snow and ice removal for the 2026-2027 winter season. Miller seconded. All yes, motion carried.

X. Around the table:
    A. Kuhn - Reminder to fill out director evaluations. Due Nov. 30!
    B. Brinks - Nothing to add.
    C. Augustin - Good work, everybody. Way to hit the ground running, Mike! A+
    D. Vander Slik - Nothing to add.
    E. Miller - Great work on the huge agenda.
    F. Engels - Shared personal story.
    G. Meyer - Nothing to add.
    H. Bakovka - Thanks to everyone for their patience with the long agenda. Wishing Gary well in his continued recovery.

XI. Meeting adjourned at 8:53 p.m. by Kuhn.