

MINUTES

Henika District Library

Board of Trustees Meeting

September 10th, 2024 at 6:30pm

I. Call to Order 6:31 by Augustin

A. Members Present: Maria Musgrave, Gary Marsh, Rachel Brinks, Danielle Simmons, Debra VanderSlik, Jacqui Kuhn, Meghan Augustin, Tami Fryling

B. Members Absent: none

C. Staff Present: Cierra Bakovka

D. Guests: None present

II. Approval of Agenda (M): Fryling/Marsh. Ayes: all

III. Community Opportunity to Address the Board: no community members present

IV. Approval of Meeting Minutes

A. August 2024 Special Meeting Minutes (M): Augustin/Fryling. Ayes: all

B. August 2024 Regular Meeting Minutes (M): VanderSlik/Kuhn. Ayes: all

1. Check Register: Director explained outliers. Paid for another year of *Local Hop* (calendar on website & special events), happy with service with exception of some Apple phones access. Director and one staff member going to MLA in October. Director also going to a local conference near same time.

Quarterly payment for garbage disposal came due.

2. Credit Card Detail Report (i): Director explained outliers. Grand Traverse Resort is for MLA. Additional books purchased.

3. YTD Budget vs Actual (i): Director explained outliers. Donation from Allegan County for approximately \$1000 was put into Donations instead of Grants; will be moved/corrected. Our accountant firm will have a new name. "*Rehman*". No changes in staff or costs at this time.

4. United Bank Accounts Overview (i) No changes/issues to report.

MOTION: to pay bills: Simmons/Musgrave. Ayes: all

VI. Director's Report. New catalog station is now downstairs, very pleased. Director went to 'Conversation Camp', pleased with information provided.

New hire for Circulation Assistant = Andrew, just started and getting used to routine and staff. Comes with good experience and presents very professionally. A local Director observed a recent staff member and was complimentary about our process and discussions. Working on September events. Planning on a busy Fall season; getting ready for 125th Anniversary in October as well as Halloween.

A. Monthly Statistics (i): August is historically a slower month. Monday and Wednesday were our busiest days. Big growth in summer reading program from year to year. Sign-ups and completions continue to grow. See attached report.

B. Youth Report (i) 495 total participants. Biggest programs = SRP Finale Party with 67 and Sensory Playtime with 24. Scavenger Hunt had 113 participants. See attached report.

C. Adult Report (i) 106 total participants. Biggest programs = Bingo with 29, Paint along with us with 14, and Spice Club with 16. See attached report.

D. Circulation Report (i) 30 new patrons signed up for a YTD total of 229. Biggest programs were Juvenile Print, MeL, Games, eBooks, and eAudio. See attached report.

VII. Committee Reports

1. Finance: Next meeting scheduled for September 23 at 4:15pm.
2. Building/Grounds: Next meeting scheduled for 9/11/24 at 1:00pm.
Cancelled.
3. Planning: No meeting currently scheduled.

VIII. Unfinished Business - None

IX. New Business

- A. Committee Assignments: 3 members per committee required for quorum.
 - a. Planning: Chair: Rachel Brinks; members Danielle Simmons, Debra VanderSlik
 - b. Finance: Chair: Danielle Simmons; members Maria Musgrave, Jacqui Kuhn
 - c. Building/Grounds: Chair: Gary Marsh; members Rachel Brinks and OPEN
- B. Capital Asset Policy (M): Explained by Director. To be a new policy. Minor changes recommended.
 - a. Motion: Brinks/Kuhn Ayes: all
- C. Fund Balance Policy (M): Explained by Director. To be a new policy.
 - a. Motion: Augustin/Simmons Ayes: all

X. Around the table

Gary: Pleased when meeting runs efficiently. Impressed we are formalizing all our requirements.

Meghan: Excited for Fall programs and happy new employee has started. Appreciates new members and getting committees arranged. Proposes moving October meeting one week back because she cannot be here on the 8th; however, this causes other conflicts. Will keep meeting on October 8th so Vice-President will Chair that meeting. Rachel willing to take minutes. Appreciation for Tami's participation.

Jacqui: Thanks to new members for joining committees and voiced appreciation for Tami's participation.

Cierra: Excited for Fall programs within Library as well as the city. Anticipating lot of fun and excitement. Planning our 125th Anniversary for October 14th (exact date our cornerstone foundation was placed). Happy new employee has started.

Tami: Good-byes stated to all with appreciation for everyone's kindness and encouragement.

Danielle: Sad to see Tami go. Excited to continue with expansion planning and upcoming Fall programs.

Maria: Thanks to Tami for her participation. Still has questions about parking spaces and will discuss further with Director.

Rachel: Nothing new to add.

Debra: Concerned about food trailer blocking the main road, believes it is a fire hazard. Will discuss further with Director.

XI. Adjournment at 7:54pm by Augustin.