

AGENDA

Henika District Library
Finance Committee Meeting
November 20th, 2024 at 4:15pm

I. Call to Order

Members Present:

Members Absent:

Staff Present:

Guests:

II. Approval of Agenda

III. Approval of Previous Meeting Minutes

IV. Unfinished Business

- A. Explore Funding Options for Building Project
 - a. Grants
 - b. USDA Loan
 - c. Millage
 - d. Fundraising Campaign
 - e. Snowfest Announcement
 - i. Review Conceptual Draft
 - ii. Discuss/ Plan Fundraising Event/info session

V. New Business

- A. Accounting Firm?

VI. Around the table

VII. Adjournment

Henika District Library
Meeting Minutes

Henika District Library
Finance Committee Meeting
September 23, 2024 at 4:15 pm

Members Present: Jacqui Kuhn, Maria Musgrave, Danielle Simmons, Meghan Augustin (ex officio)

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 4:19 pm by Simmons.
- II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Approval of July 31, 2024 Finance Committee Meeting Minutes motioned by Augustin and seconded by Musgrave. All yes, motion passed.
- IV. Unfinished Business
 - a. Explore Funding Options for Building Project
 - i. Grants
 1. Kuhn shared information about the Rural Readiness Grant Program. The grant is for up to \$50,000 and requires a 20% match. The first step is to complete a letter of intent. After reviewing letters of intent, invitations to complete an application will be sent out in November, with applications due in December. Bakovka to continue working on letter of intent to submit before October 7 deadline.
 2. Kuhn has not found any information on another round of Labor and Economic Development grants.
 - ii. USDA Loan
 1. The pre-application is still in process.
 - iii. Millage
 1. Musgrave has not heard from anyone at Triangle. Bakovka shared that Triangle's in-house architect would be doing the initial drawing and is walking through on Wednesday.
 2. Musgrave to follow up with municipal financial advisor.
 - iv. Fundraising Campaign (Large Donors)
 1. Simmons talked to Mark at Hardings about the round up donation program; they only work with a select few organizations and are not planning to expand to other

organizations. Bakovka noted that Henika is an option for Hardings Community Rewards, which is something that can be promoted to patrons on how to set this up.

2. Simmons to check with area funeral homes to inquire about getting Henika on the memorial donation list.

V. New Business

a. New Minimum Wage/Sick Leave

i. PTO Policy

1. Bakovka presented information on the upcoming changes to Michigan's sick leave laws, as well as the current PTO Policy. Changes to Michigan law will become effective February 21, 2025. One key change is that all employees must receive a minimum of 40 hours of sick leave. Discussion ensued.
2. The committee reviewed the current PTO policy to make recommended edits to bring to the board.
 - a. Remove: "working an average of 20 hours or more per week" from the first sentence of the policy.
 - b. Add: "Part-Time employees working less than 20 hours per week will receive 40 hours of PTO annually."
 - c. Replace: "At least two weeks of PTO must be used each calendar year. Additional unused PTO will be rolled over to the following year. PTO may accumulate up to 12 weeks" with "Maximum PTO usage is 12 weeks per year. Unused PTO will be rolled over to the following year."

VI. Around the Table

- a. Kuhn thanked Bakovka for pulling the information on the changes to the sick leave policy and helping to find key information in writing.
- b. Bakovka apologized for being frustrated and thanked the group for their patience with the new policies.
- c. Augustin reminded the group that she will not be at the October board meeting.
- d. Musgrave inquired about doing a targeted mailing, but Bakovka shared that it is very expensive.
- e. Simmons had nothing to add.

VII. Adjournment of the meeting motioned by Simmons and seconded by Augustin. Meeting adjourned at 5:25 pm.

Henika District Library - Informational Material for Snowfest

BP Brianne Pitchford <briannep@triangle-inc.com>

Mon, 18 Nov 2024 1:21:43 PM -0500 •

To "Cierra Bakovka" <cierra@henikalibrary.org>

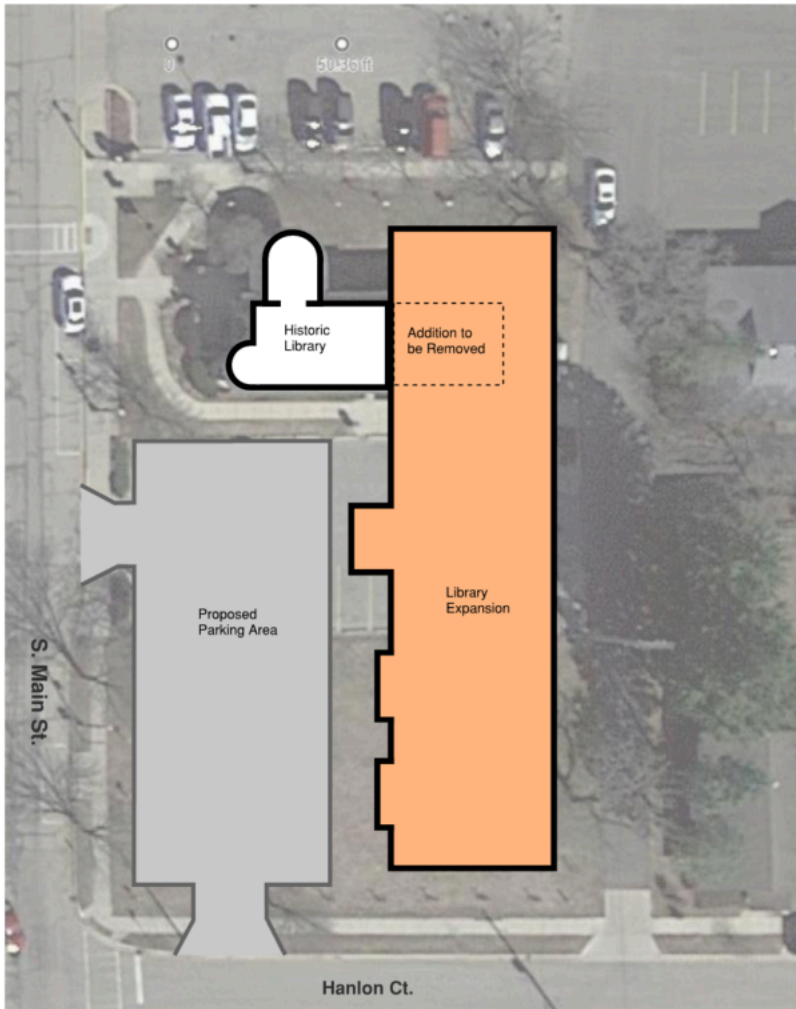
Cc "Mike Myers" <mikem@triangle-inc.com>, "Bethany Stover" <bethanys@triangle-inc.com>

Good afternoon Cierra,

I wanted to circle back around with you regarding Snowfest and the informational boards we are attempting to assemble. I wanted to take a quick step back and recap. Ambient Architecture provided a \$4,800 cost proposal to develop building renderings for the event, based upon the cost the Henika District Library Board declined the proposal. I had a follow up conversation with Mike, in which I volunteered our marketing team to see what we could develop using programs we have available internally.

Reason for my recap, is because I want to reiterate our internal resources/programs for developing architectural renderings is extremely limited, as this really is something outside of our normal services and unfortunately this has proved to be much more challenging than I would have originally expected. (Turns out it is not super easy to generate reliable content in AI and we do still need architects 😊). We took our best crack at it using SketchUp and AI technology. Before we invest any more time and resources, I wanted to make sure we are on the right track for your expectations.

Our intent is to provide two images, the first a site plan similar to the image below, which you have seen.



The second image would look like the attached. Ignore the color, landscaping, sidewalk and parking details as those are not properly rendered. If you feel like we are on the right path, we will clean up the attached and begin working on preparing a board that we would want your help to develop content for.

Thanks!

BRIANNE PITCHFORD, LEED AP
VICE PRESIDENT OF PROJECT DEVELOPMENT & MARKETING

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1 Attachment(s) • [Download as Zip](#)



ROUGH DRAFT_Henika District L... .pdf
505.2 KB •

