

Minutes

Henika District Library
Board of Trustees Meeting
October 8th, 2024 at 6:30pm

I. **Call to Order: 6:30 by Kuhn**

- A. Members Present: Rachel Brinks, Gary Marsh, Pam Meyer, Danielle Simmons, Jacqui Kuhn, Maria Musgrave, Debra VanderSlik
- B. Members Absent: Megan Augustin
- C. Staff Present: Cierra Bakovka - Director
- D. Guests: None present

II. **Approval of Agenda (M): Musgrave/Simmons**

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

IV. **Approval of Meeting Minutes**

- A. September 2024 Regular Meeting Minutes (M): Marsh/VanderSlik. No changes.

V. **Financial Reports**

A. September 2024

1. Check Register: Bakovka explained outliers. Allegan County chargebacks have to do with penal fines and taxes.
2. Credit Card Report: Bakovka explained outliers. Armadillo charge is for the new catalog stand in basement. DirectMail lets us know about new people moving to the area so we can let them know about the library. USPS for stamps. NEC is for phones. The last of the Summer Reading books were bought.
3. YTD Budget vs Actual: Revenue - Federal E-Rate of 300.00 was placed on the wrong line item, should be in Grants. Since something similar happened last month, we will see how things go and potentially look for a new accounting service if they continue to make errors.

4. Approval of Paid Bills (M): Simmons/Marsh. Yeas: All

VI. Director's Report

- A. Bakovka submitted a letter of intent to apply for Rural Readiness grant. State aid reports will be filled out between October-February; this is due annually. LSTA grant has been received so the Niche training is available (as of yesterday!). The architectural rough sketch for the new building project is in progress; the goal is that this will be available by the Snow Fest celebration to share with the public. The 125th Anniversary party is next week. Bakovka is heading to Traverse City afterward for multiple conferences. The scarecrow is decorated!
- B. Monthly Statistics: 3,337 through the door, which is down from last year (6,087). After-school crowd is slowly growing.
- C. Programs: 641 attendees total. After-school art and Pokemon Club were popular youth events.
- D. Circulation: New cardholder numbers have been good! (27 accounts added in September.) Potential reason could be that the Downtown District Association (DDA) has been directing people to us more. Discussion ensued about getting more feedback from patrons about programs, etc. Currently, we have an annual survey.

VII. Committee Reports

- A. Finance Committee 9/23
 - 1. Discussed funding options for building project - grants, in particular.
 - 2. Bakovka has a meeting on 10/11/24 about \$50,000 Rural Readiness grant.
 - 3. Discussed new minimum wage/sick leave policies.

VIII. Unfinished Business: None

IX. New Business

- A. PTO Policy (M)
 - 1. Wages have already been updated last year, in anticipation of changes in the law.

2. Need to update Paid Time Off (“sick leave”) in anticipation of more changes coming in January 2025. New policy will become effective Jan. 1, 2025 (pending lawyer review) and will affect 2 current employees.
3. Proposed policy will give 40 hours of Paid Time Off (PTO) per year to every part-time employee working less than 20 hours per week (after 90 days). Up to 12 weeks of PTO may be used each calendar year. (See policy.)
4. Motion by Brinks to amend policy with changes recommended by the Finance Committee. 2nd: Kuhn. Yeas: All.

B. Purchasing Policy (M)

1. Currently, the director has discretion of funds for purchases up to \$1000, though we don’t have an official policy on the matter. New policy would increase this to \$5000. New policy would also allow the director to approve work over \$5000 in emergency situations (such as flooding). Currently, there aren’t many instances of spending between \$1000-\$5000.
2. Discussion of minor changes in the numbers to make them consistent and clear. (See policy.)
3. Code of Conduct form, mentioned in introduction of proposed policy, is available on the Michigan Library website.
4. Discussion about the Board potentially keeping track of relationships with contractors instead of relying on Bakovka, revisiting contracts every certain number of years, and/or potentially forming a committee for contracts. Tabling this part of the discussion.
5. Motion by Kuhn, 2nd by Brinks, Yeas: All.

X. Around the table

- A. Kuhn - Thanked everyone for their patience. Thanked Bakovka for her work. Welcomed new member Meyer. Likes the new table set-up.
- B. Bakovka - Thanked everyone for patience. Excited for Niche Academy and the new hotspots. Happy with the staff and holiday decorating.
- C. Marsh - Pleased with the library vibrancy (staff, programs, etc.). Urged us not to be discouraged about low attendance. Expressed gratitude to Kuhn for the efficiently-run meeting.

- D. Meyer - Thanked everyone for the great welcome. Thought the meeting was very well-run. Is excited to be part of the board.
- E. Musgrave - Reminder to check with PCI about parking spots.
- F. Simmons - Welcome to Meyer. Tobin Buhk was on a crime show she watched.
- G. Vander Slik - Nothing to add.
- H. Brinks - Nothing to add.

XI. Adjournment (8:02) Kuhn/Brinks