

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.