

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
November 12, 2024 at 6:30 pm

**Members Present:** Meghan Augustin, Rachel Brinks, Jacqui Kuhn, Gary Marsh, Pam Meyer, Maria Musgrave, Danielle Simmons, Deb Vander Slik

**Members Absent:**

**Staff Present:** Cierra Bakovka – Director

**Guests:** Jayson Stokes, Madison Bottrall, Ian Miller

- I. Call to Order: Meeting called to order at 6:30 pm by Augustin.
- II. Approval of Agenda motioned by Kuhn and seconded by Augustin. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of October 2024 Regular Meeting Minutes motioned by Augustin and seconded by Simmons. All yes, motion passed.
- V. Financial Reports for October 2024
  - a. Monthly check register was reviewed. The mileage reimbursement was for traveling to Traverse City for the MLA conference. The Swank charge was for the annual movie license that allows us to show movies at events. We may return to sponsoring the movies in the park series. The Sanilac charge is the annual fee to mConsole, which is the system that controls the patron computers.
  - b. Credit Card Detail Report was reviewed. The Costco charge was for Halloween candy.
  - c. YTD Budget vs. Actual was reviewed. Bakovka noted that there were more significant issues this month with the accountant and recommended that the Board consider looking for a new accounting firm. The monthly totals are correct, but the ten months ended column has discrepancies; there is no money missing, but things have been put in incorrect categories.
  - d. United Bank Accounts were reviewed.
  - e. Approval of paid bills motioned by Augustin and seconded by Brinks. All yes, motion passed.
- VI. Director's Report

- a. Bakovka explained some of the issues she has been experiencing with the current accounting firm, such as Bakovka having to follow up several times for the most recent statement that the accountant had forgotten to prepare and not receiving much information on upcoming changes to the payroll system. Bakovka to check whether we have a minimum notice if we end our contract with the current firm. The 125<sup>th</sup> anniversary event went well. Bakovka led tours on the half hour, with all tours packed with 15 to 20 people. Trunk or treat at Monster Mash had a huge turnout, bigger than Snow Fest (at least 2008 kids). The USDA pre-application was approved, so can move forward with the application now. We were awarded the grant from the insurance company to get more cameras for outside; Bakovka recommends waiting until January to move forward so expense and reimbursement are on same calendar year. Andrew's probationary period is ending soon. Staff are getting ready for Snow Fest, trying to get Griff from the Griffins to come. The Allegan County Library Association is working on county-wide training for next year.
- b. Monthly Statistics were reviewed. Door counts and program attendance were reviewed. Niche Academy statistics are available for the partial month of October, with 139 video views.
- c. The Youth Services report was reviewed. After school art had 119 participants over multiple Thursdays. Bugs on wheels had 13 participants. Pokémon had 15 participants. Snackcrafters had 12 teens in attendance.
- d. The Adult Services report was reviewed. Mason jar jack-o-lanterns and DIY bullet journal were popular events.
- e. The Circulation report was reviewed. There were 30 new card signups in October. Brinks was curious about youth card signups vs adult; Bakovka to see if she can obtain this breakdown. Patron Point represents online library card signups. Tween print, special collection checkouts, youth DVDs, and eAudiobooks had increased circulation.

## VII. Committee Reports

- a. Building and Grounds 11/11
  - i. Minutes are not completed yet due to the timing of the meeting. Augustin summarized the content of the committee meeting. Committee members discussed grant opportunities, specifically talked about the façade grant that we got through the City \$20,000, and looked quotes for windows and outdoor lighting. Triangle is working on conceptual drawing with Triangle, and Bakovka is now shooting for Snow Fest to reveal conceptual drawings to the public if we receive them on time (should get around Thanksgiving). Committee members went through the August walk-through list and assigned priorities.

## VIII. Unfinished Business

- a. The Purchasing Policy was approved at the meeting last month and the next day Bakovka heard back from the lawyer on things she wanted changed. The board reviewed the recommended updates from lawyer. Amendment of the Purchasing Policy as presented motioned by Augustin and seconded by Musgrave. All yes, motion passed.
- b. We received the façade grant for up to \$20,000. We will have to match 20% (\$4,000 if using the full \$20,000 grant). The main priority is exterior lighting. The windows are a secondary priority due to being drafty and hard to shut and lock. The Building Committee recommended prioritizing lighting then using the rest up to the \$20,000 to replace some of the windows, and the Board is in agreement.

## IX. New Business

- a. F/Y 2024 Budget Amendment #4
  - i. Some income items were lower than originally budgeted, such as eRate federal reimbursement for certain technology things because we didn't do as much work on technology things as in previous years. Other income categories were underestimated, such as Township contribution. Bakovka presented a proposed budget amendment to redistribute funds to more accurately reflect revenue and expenditures for the year.
  - ii. Meyer inquired about the Furnishings amended amount, which was a typographical error. The Furnishings amended amount should be \$1565. Adjustments were made to account for the error.
  - iii. Adoption of F/Y 2024 Budget Amendment #4 with the discussed changes motioned by Kuhn and seconded by Brinks. All yes, motion passed.
- b. Staff Holiday Bonus
  - i. Staff were previously given prepaid Visa gift cards as a holiday bonus but moving forward holiday bonuses will be included in staff paychecks. Bonuses come out of the Benefits category of the budget. Last year bonuses were \$250 per employee; the year before it was \$150 each. Discussion ensued. Approval of \$250 per employee as a holiday bonus, to be paid on the first December paycheck motioned by Kuhn and seconded by Augustin. A roll call vote was conducted. All yes, motion carried.
    - 1. Vander Slik YES
    - 2. Simmons YES
    - 3. Maria YES
    - 4. Mayer YES
    - 5. Brinks YES
    - 6. Marsh YES
    - 7. Augustin YES
    - 8. Kuhn YES

- c. Director Evals
  - i. Augustin handed out evaluation forms to all board members.  
Director Evaluations are due by 8pm on December 2<sup>nd</sup>.

X. Around the Table

- a. Vander Slik had nothing to add
- b. Simmons had nothing to add
- c. Musgrave reminded the building committee to check on code for parking spots for new addition.
- d. Meyer had nothing to add
- e. Brinks had nothing to add
- f. Marsh had nothing to add
- g. Bakovka thanked everyone for their patience, will try to double check the numbers in the future. Grateful for staff hard work. Working on setting wedding venue and date.
- h. Augustin reminded the group that the finance committee meeting is next Wednesday November 20 at 4:15 and the next board meeting is Tuesday December 10 at 6:30. Excited to see conceptual drawing from Triangle. Excited for Snow Fest.
- i. Kuhn thanked the high school guests for attending for their Civics class. Asked if the Gun Lake Area Living magazine that gets mailed out has been considered for advertising library events.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn.  
Meeting adjourned at 8:15 pm.