

Henika District Library
Meeting Minutes

Henika District Library
Board of Directors Meeting
June 17, 2021 at 6:00 pm

Members Present: Meghan Augustin, Amy Huyck, Jacqui Kuhn, Sara LeFevre, Gary Marsh, Danielle Simmons

Members Absent: Suzy Byville, Maria Musgrave

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:03 pm by Huyck.
- II. Approval of Agenda motioned by Marsh and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board
 - a. Friends of the Library Update: Augustin shared that Deb Vander Slik attempted to hold a June meeting but did not have any attendees. Without a board in place, bills cannot be paid and FOTL would dissolve on October 1, 2021.
- IV. Approval of May 2021 Meeting Minutes, May 25, 2021 Special Meeting Minutes, and May 26, 2021 Special Meeting Minutes motioned by Augustin and seconded by LeFevre. All yes, motion passed.
- V. Financial Reports for May 2021
 - a. Simmons inquired about the separate Salaries & Wages, Employee Benefits, and Wages expenses on the Profit and Loss statement. Bakovka has started familiarizing herself with QuickBooks and will look into this.
 - b. Credit Card Detail Report was reviewed.
 - c. YTD Budget vs. Actuals was reviewed.
 - d. United Bank accounts were reviewed.
 - e. Approval of paid bills motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- VI. Director's Report
 - a. Bakovka's mentor is Diane Kooiker, director of Herrick District Library.
 - b. The Youth Services report was reviewed. Participation in take and make programs in May was lower than average. The June youth programs

include the Tunes N Tales with Tricia that happened this week and one take and make. The Youth Services position has been posted and Bakovka has received numerous applicants. Bakovka has begun phone interviews and hopes to make a hiring decision by the end of June for a mid-July start date.

- c. Faith has been brainstorming adult programming ideas, such as starting a walking club.
- d. The circulation report statistics were reviewed.

VII. Old Business

- a. Marsh interviewed directors of other area libraries about their accounting services, as well as met with accounting firms in order to provide the Board with recommendations. Discussion ensued. Bakovka to reach out to Timothy K. Hutchens Certified Public Accountants, P.C. and Walker, Fluke, and Sheldon PLC to discuss accounting services needs and determine pricing.
- b. Bethany and Ashley are valued members of the staff who have been with us through the uncertainty of the pandemic and the recent transition of staff. Bethany took on additional duties during Stefanie's maternity leave and has continued to perform additional duties during the transition of staff. Bakovka to reach out to Carol Dawe for guidance so the Board can discuss further at the July meeting.
- c. Mask Policy
 - i. Huyck reached out to other local libraries and most are following the Michigan order. Bakovka has removed old signage regarding masking and presented new signage that follows the Michigan order.
 - ii. Bakovka presented the COVID-19 Preparedness and Response plan she put together using the Foster Swift template. Huyck motioned to approve the COVID-19 Preparedness and Response Plan and the COVID-19 Policies and Procedures addendum. Simmons seconded. All yes, motion passed.
- d. Staff
 - i. Augustin and Kuhn spoke to Stefanie prior to her departure. Augustin shared several of Stefanie's concerns that contributed to her resignation and there was discussion of how the Board can learn from this.
 - ii. Bakovka plans to put together a strategic plan with shared goals so library staff and Board members are on the same page moving forward.
 - iii. Bakovka is working on moving the staff break area.

VIII. New Business

- a. Board Officers

- i. Huyck is planning to resign her position on the Board after the July Board meeting.
 - ii. Huyck motioned to approve Kuhn as Board Secretary. Augustin seconded. All yes, motion passed.
 - iii. Huyck motioned to approve Marsh as Board Treasurer. LeFevre seconded. All yes, motion passed.
 - iv. Augustin motioned to approve LeFevre as Board Vice President. Kuhn seconded. All yes, motion passed.
 - v. Kuhn motioned to approve Augustin as Board President. Huyck seconded. All yes, motion passed.
 - vi. Library Director Cierra Bakovka and Board President Meghan Augustin are authorized as new signees on Henika District Library's account at United Bank. Board Treasurer Gary Marsh remains an authorized signee on Henika District Library's account at United Bank.
- b. Bakovka provided Board Members a copy of the Michigan Public Library Trustees Manual and noted the training opportunities available.
 - c. Historical Grant Update. Huyck spoke with the director of the DDA and discovered that the DDA missed the timeline to renew a grant for facades, but they plan to look into the possibility of a late renewal. Wayland was recently named a Historic Downtown, so there may be grant money available due to that designation. Huyck to hand off contact information to Simmons so that Simmons can connect with DDA in early August to continue discussions.
 - d. Maintenance Bids for September Board Meeting. Carpet and masonry work will likely be high priority maintenance needs. Huyck suggested allocating additional money to building maintenance in the 2022 budget even if bids are not finalized yet. Board to do a walkthrough of the building and Kuhn to send out notes from the May 2021 walkthrough with Marsh and Gray.
 - e. Main Street Celebration is July 17, 2021. Henika will not be able to participate in Main Street Celebration this year due to lack of volunteers and prior staff commitments. The Board discussed other opportunities to be involved in community events, such as Art Hop in the winter and the Wayland Days event in October. If possible with staffing, the library should be open during these events.

IX. Around the Table

- a. Marsh thanked Amy for her contributions to the Board.
- b. Simmons is excited for Bakovka to be here and excited to see how things progress. Simmons has some ideas to share with Bakovka.
- c. Bakovka would like to set up individual meetings with each Board member to get to know the Board and our goals. Bakovka shared that the library's security system needs to be upgraded to 5G due to 3G no longer

being supported, which will cost about \$800. Bakovka is excited to grow with the Board.

- d. Huyck is glad Bakovka is here. Huyck will continue to work with Henika in her role with the high school library. Huyck enjoyed her seven years on the Board.
 - e. LeFevre is excited to have Bakovka here and appreciates her interest in strategic planning. LeFevre attended the Tunes N Tales with Tricia event on Tuesday and felt it was magical and a fresh start. LeFevre asked about replacing the dirt in the planters in front of the library and adding flowers. Huyck suggested contacting the DDA to see if they can assist with dirt and/or flowers for the front.
 - f. Kuhn welcomed Bakovka and expressed excitement about working together and seeing how we can grow. Kuhn also attended the Tunes N Tales with Tricia event on Tuesday and enjoyed being able to attend an in person event with her children.
 - g. Augustin welcomed Bakovka to Henika. Augustin joined the Board because she wanted to help and is looking forward to helping in a leadership position. Although there is a lot to be done, we are heading in the right direction. Augustin inquired about moving the July Board meeting due to it falling during the week of Independence Day, but the consensus of the Board was to keep it as scheduled on July 8.
- X. Adjournment: Meeting adjourned at 8:12 pm by Augustin