

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Directors Meeting  
December 14, 2021 at 6:30 pm

**Members Present:** Meghan Augustin, Suzy Byville, Tami Fryling, Jacqui Kuhn, Sara LeFevre, Gary Marsh, Danielle Simmons

**Members Absent:** Maria Musgrave

**Staff Present:** Cierra Bakovka – Director

**Guests:** Mike Cunningham (Yankee Springs Clerk), Kelly Robbins (Yankee Springs community member)

- I. Call to Order: Meeting called to order at 6:31 pm by Augustin.
- II. Approval of Agenda motioned by Byville and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board
  - a. Friends of the Library Update: No update.
- IV. Approval of November 2021 Meeting Minutes motioned by Augustin and seconded by LeFevre. All yes, motion passed.
- V. Financial Reports for November 2021
  - a. Bakovka noted that the library is likely to have about \$50,000 to put toward savings at year-end.
  - b. A new CD was set up with the remaining LaVerne Johnson fund.
  - c. Credit Card Detail Report was reviewed.
  - d. YTD Budget vs. Actuals was reviewed.
  - e. United Bank accounts were reviewed.
  - f. Approval of paid bills motioned by Byville and seconded by Simmons. All yes, motion passed.
- VI. Director's Report
  - a. November averaged about 150 people per day. Programming did well, with 247 total participants. Over 800 people visited the library on the day of Art Hop.
  - b. Monthly Statistics were reviewed.
  - c. The Youth Services report was reviewed. Storytime has been a very popular preschool program, with the largest attendance of 23 people. The

family fun volunteering event went well; 17 attendees made 51 packages. After-school art continues to go well and the Lego challenge event was popular. The NaNoWriMo event had no attendees; Becky is still figuring out what the teens in our area are interested in for programming and brainstorming ways to get them into the library. Lego challenge popular. There is a Pokemon night coming up soon, as well as a STEM club starting in January. Winter break reading has begun and children earn stickers for their sheet for every 15 minutes of reading.

- d. The Adult Services report was reviewed. Take and makes remain popular. Faith has started offering programming at Sawmill Estates. The book club is slowly growing, and Faith is starting a new Mocktails and Murder program next month.
- e. The circulation report statistics were reviewed. As expected due to the weather and holiday months, circulation went down a little. The special collection items, especially the hot spots and Nintendo Switch, continue to be popular. A few of the hot spots had to have service turned off due to being overdue, but all were returned shortly after the service was disconnected and have since been reconnected.

## VII. Old Business

- a. Yankee Springs Township
  - i. The Board and meeting guests discussed the process for bringing the Yankee Springs Township residents who are in the Wayland Union School District under the Henika District Library. Bakovka shared the three options for bringing the proposed perpetual millage to the ballot in 2022: May, August, and November. Cunningham shared that Yankee Springs Township may not have a May election and may have a Fire/EMS millage renewal on the August ballot. The agreement drawn up between Henika District Library and Yankee Springs Township states that it will be nullified if it does not pass. It will need to go on the ballots for Wayland Township, City of Wayland, and Yankee Springs Township at the same time, and all three must pass by at least two thirds of the vote. It will be important to educate all three communities on the proposal, as passing the millage would result in an average of \$100 contribution per household for residents of Yankee Springs Township in the Wayland Union School District and would not affect the millage for City of Wayland and Wayland Township. Robbins has names of people who have expressed interest in volunteering to help disseminate information when we are ready. Bakovka will work with the library lawyer to draw up an agreement, finalize it with Yankee Springs, and prepare to go to ballot.
  - ii. Augustin motioned to approve targeting the August 2, 2022 ballot to incorporate Yankee Springs into the Henika District Library,

with a backup target of the November 9, 2022 election ballot. Kuhn seconded. All yes, motion approved.

b. Performance Reviews

i. Staff completed peer evaluations and self-evaluations and Bakovka completed director evaluations for each staff member. Bakovka gave an overview of the staff's evaluations and provided recommendations for raises based on the current policy manual.

1. LeFevre motioned to approve raise recommendations with with 3% across the board and revisiting in the new year. Augustin seconded. All yes, motion approved.

2. Augustin motioned to approve a \$350 bonus to Courtney for additional duties during coverage of Bethany's maternity leave. Kuhn seconded. All yes, motion approved.

ii. Director

1. Augustin compiled the Board's director evaluations and compared the scale to Bakovka's self-evaluation. Augustin met with Bakovka to share the results and summarized the Board's comments. Overall the Board rated Bakovka as highly effective. Some goals for 2022 include continuing to learn and improve both self and staff, as well as continuing the great lines of communication.

2. Marsh motioned to give Bakovka a raise in the amount of \$3,000 for a 2022 salary of \$45,000. LeFevre seconded. All yes, motion approved.

iii. Trustee Evals

1. Augustin passed out evaluation sheets to each Board member to evaluate themselves. The responses to these evaluations will aid Augustin in streamlining Board development planning with Carol Dawe. Each Board member is asked to return their self-evaluation to the library by close of business on January 7, 2022.

c. AED Grant

i. Marsh did the legwork on the information for asking for funds to obtain an AED from the Allegan County Community Foundation grant. All other libraries of our size in the area have an AED and there is no downside to having one. Fryling shared that she was a past instructor and recommended the AED Heart Saver course, which is about 90 minutes and costs less. Fryling also shared that there is no liability for anyone who uses an AED on anyone in this state, meaning you cannot be sued for using one in an effort to help. The cost for an AED is round \$1400.

ii. Fryling motioned to approve purchase of an AED and providing training for Henika staff, contingent upon approval of a grant from the Allegan County Community Foundation. Augustin seconded. All yes, motion approved.

d. Meeting Dates

- i. The Board will continue meeting for regular Board meetings on the second Tuesday of each month at 6:30pm. This schedule will be maintained for six months (scheduling through June) and will be revisited for the second half of the year at a later date.

VIII. New Business

- a. The bats in the attic have been removed. All pathways have been patched up, ridge guard installed, cleaning done, and a one-way bat valve installed to allow any remaining bats to exit but not reenter. Best Way Animal Removal performed the work and caused no harm to the bat colony.
  - i. Augustin motioned to approve the payment of the invoice in the amount of \$4,527 for the emergency removal of bats from the attic. LeFevre seconded. All yes, motion approved.
- b. 2022 Employee Benefits
  - i. Medical insurance for employees has two options: yearly cap option (the cap amount changes every year) or the 80/20 rule. The method can be changed yearly; for 2021 we went with yearly cap. With the cap for 2022, employees would pay out \$0 with a total cost to the library of \$32,921.07. With the 80/20 rule for 2022, Becky and Cierra would pay 20% and the total cost to the library would be \$30,698.45.
  - ii. Augustin motioned to approve the 2022 employer benefits cost breakdown with cap. Marsh seconded. All yes, motion approved.
- c. Renovation
  - i. Painting is scheduled to begin February 21, 2022 and flooring is scheduled to begin February 23. The library will probably be closed most of that week, but may reopen with limited services if possible. Paint colors have been selected and are taped up around the library. The porch work has not been officially scheduled yet, but Bakovka is working on it.
  - ii. Bakovka provided quotes for pod storage to house the books during the renovations; she is asking the City if the pod(s) can be put in the parking lot, otherwise they will be kept in the green space. Moving the books to the pods will likely be a combined effort between staff and volunteers.
- d. Reconsideration of Materials Policy
  - i. Challenges of materials have been up 60% across Lakeland Library Cooperative. Bakovka has suggested updates to Henika's Reconsideration of Materials policy as noted: the material is to be reviewed by "at least" two Board members and the Board comes to a decision.
  - ii. Kuhn motioned to approve the changes as presented to the Reconsideration of Materials policy. Augustin seconded. All yes, motion approved.

- IX. Around the Table
- a. LeFevre thanked Bakovka for all of her hard work, which is evident at the meetings. Thanked Augustin for her work. Excited for the next couple of months and Board development.
  - b. Byville stated the hot chocolate was too hot at Art Hop and suggested a carafe for future events. Byville's son is excited about the upcoming Pokemon events.
  - c. Bakovka thanked the group for caring about our staff and the efforts to appropriately compensate our staff and make them feel valued and appreciated. Looking forward to the changes coming up.
  - d. Augustin thanked Tami for joining and being here. Thanked Cierra.
  - e. Kuhn commended the great team. Was impressed by Becky at Art Hop. Thanked everyone for their time and being part of these necessary conversations and recognizing areas we need to focus on in the coming months. Expressed excitement for next year.
- X. Adjournment: Meeting adjourned at 9:18 pm by Augustin.