Henika District Library

Meeting Minutes

Henika District Library

Board of Directors Meeting

November 12, 2020 at 6:00 pm

**Members Present:** Meghan Augustin, Suzy Byville, Amy Huyck, Jacqui Kuhn, Sara LeFevre, Gary Marsh, Maria Musgrave, Danielle Simmons

**Members Absent:** None

**Staff Present:** Nicole Gray - Director

**Guests:** None

1. Call to Order: Meeting called to order at 6:01 pm by Huyck.
2. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion passed.
3. Community Opportunity to Address the Board
   1. Friends of the Library Update: Friends of the Library has not been meeting since the March shutdown. Melanie Suk has been instrumental in the work of the Friends of the Library but is no longer able to continue.
4. Approval of October 2020 Meeting Minutes motioned by LeFevre and seconded by Marsh. All yes, motion passed.
5. Financial Reports for October 2020
   1. Discussed payroll liability in the amount of $6661.69. This does not represent a new cost, but has not been reported as a separate line item in the past.
   2. Discussed updated budget to more accurately reflect anticipated amounts for costs and expenses. Next month’s budget will have the final budget adjustment for the end of the year.
   3. Approval of Paid Bills motioned by Byville and seconded by Augustin. All yes, motion passed.
6. Director’s Report included discussion of new hours, capacity, patron response to reopening policies, and how school closures would affect the library.
   1. The library is now closed on Wednesdays. Current scheduling allows the staff to work in pairs to reduce the possibility of the library having to close entirely if a staff member becomes ill. Other area libraries are planning to transition back to curbside service only with one weekday closure.
   2. Discussed the current building capacity of 20 patrons and the consensus was to recalculate the usable library space and reduce the maximum capacity as needed to assist with social distancing guidelines.
   3. Discussed and agreed to the plan for reverting back to curbside service with appointment availability if Wayland Union schools close due to the pandemic, with messaging clarifying what services are available during curbside service since there seems to be misunderstanding among patrons about services such as printing and faxing. Huyck added that community members are able to print school-related documents at no cost at the Wayland Union Administration building.
   4. Stage designation messaging has been reduced for patron-facing materials due to feedback from patrons about this messaging being confusing and complicated. However, it is still being used internally for staff.
   5. Staff member Adrianna completed her degree and found a full time position elsewhere. The hiring process to find a replacement has been going slowly with fewer applicants than would typically be received.
   6. Participation with both adult and youth Take and Make kids remains high. Stefani was recently interviewed by Fox 17 about the Take and Make kits, resulting in increased awareness among patrons about this offering. Rachel’s adult programming kits continue to go over well. The adult kits are more expensive per kit than the youth programming kits, so there is a lower threshold for maximum participants.
   7. Circulation of print materials continues to slowly recover toward last year’s levels, while audio-visual material circulation remains about half of what it was at this time last year.
7. Old Business
   1. Yankee Springs will be moving forward with the vote to bring the township under the district library. Their approval only allows to a one-time vote.
8. New Business
   1. Marsh made arrangements with the city garage to have the picnic tables picked up and stored for the winter.
   2. The Board unanimously agreed to authorize Marsh to obtain five gift cards in the amount of $50 each from United Bank for the purpose of giving to the staff for holiday gifts.
   3. Gray will be performing staff evaluations at the end of the month. The board is responsible for providing feedback for the director’s evaluation. Huyck will send out evaluation sheets to the board members to be returned to Huyck to be compiled and turned in as part of Gray’s evaluation.
9. Around the Table
   1. Musgrave thankful to the staff and expressed trust in the experience and judgment of the Gray as we navigate these unusual times.
   2. Kuhn grateful for the work being done and encouraged Gray to lean on the board for support with the hard decisions being made.
   3. Augustin emphasized that staff health and safety are a top priority.
   4. Marsh expressed frustration with pushback about the guidelines.
   5. LeFevre supports the decisions being made and feels confident in the plan discussed during the meeting. Attended the Library of Michigan webinar and is interested in learning more about the library’s strategic plan, bylaws, and statutes.
   6. Gray thanks the board members for their support.
   7. Huyck feels good to have a plan in place and expressed thanks to the staff for doing an amazing job during these uncertain times.
10. Adjournment: Meeting adjourned at 7:10 pm by Huyck.