Henika District Library

Meeting Minutes

Henika District Library

Board of Directors Meeting

February 11, 2020 at 6:00 pm

**Members Present:** Meghan Augustin (attending virtually from City of Wayland via Zoom), Suzy Byville (attending virtually from Shelbyville via Zoom), Jacqui Kuhn (attending virtually from City of Wayland via Zoom), Sara LeFevre (attending virtually from Wayland Township via Zoom), Gary Marsh (attending virtually from City of Wayland via Zoom), Maria Musgrave (attending virtually from City of Wayland), Danielle Simmons (attending virtually from City of Wayland via Zoom)

**Members Absent:** Amy Huyck

**Staff Present:** Nicole Gray – Director (attending virtually from City of Wayland via Zoom)

**Guests:** None

1. Call to Order: Meeting called to order at 6:08 pm by LeFevre.
2. Approval of Agenda motioned by Augustin and seconded by Simmons. All yes, motion passed.
3. Community Opportunity to Address the Board
   1. Friends of the Library Update: no update provided.
4. Approval of Janurary 2020 Meeting Minutes motioned by Augustin and seconded by Simmons. All yes, motion passed.
5. Financial Reports for Janurary 2020
   1. Credit Card Detail Report was reviewed.
   2. YTD Budget vs. Actuals was reviewed.
   3. United Bank accounts were reviewed.
   4. The line item titled “miscellaneous income” reflects cash from the register that was deposited. The furnishings expense of $351.99 was higher than usual, resulting from the need to replace the old book trucks with new metal ones. The old book trucks were at the end of their useful life. Payroll is split into two line items on January’s expense report because of changing to payroll through QuickBooks during the month of January.
   5. Approval of paid bills motioned by Marsh and seconded by Augustin. All yes, motion passed.
6. Director’s Report
   1. The new schedule is helping with staff morale and patrons are adjusting to the changes. Staff is moving from seven day to four day open air quarantine. Bethany has stepped into her new role as library assistant, helping in youth and circulation. Stefanie will be leaving soon for maternity leave. Stefanie and Rachel have been planning ahead for programming for the coming months and summer.
   2. Youth take and make kits are consistently maxing out capacity. Limits are now being set to prepare for the fact that Stefanie being out will reduce the ability to make more kits.
   3. Adult programming take and make kit participation is consistently maxed out.
   4. Circulation continues to slowly recover for most material categories. The most significant loss of circulation rates has been DVDs and launchpads. Rachel has begun offering DVD bundles that include three DVDs and snacks.
   5. This year’s E-rate application is being finalized. The E-rate program gives back a percentage of technology costs based on the percentage of students in the local school district who qualify for free and reduced lunches.
   6. Auditors are scheduled to review the 2020 financials next week.
7. Old Business
   1. Marsh noted that the library was about $5,000 above budgeted income and about $34,000 below budgeted expenses. Marsh inquired if there are extra funds available to deposit in the building fund, noting that it is tradition to commit excess funds to the designated building fund. Discussion will be tabled until the March meeting.
   2. Augustin asked that the Board add discussion about finishing the painting project as an agenda item for the March meeting.
8. New Business
   1. Simmons shared that a few patrons have stated concerns about some of the materials in the youth area. With the youth area catering to patrons of preschool age through tween age, there might be materials visible to preschool and young children that may not be deemed appropriate for that age group. Another concern voiced was about more “classic” books being weeded and replaced with more “progressive” books. The group discussed the challenge of the shared space and the policy of weeding books that have not circulated in more than three years. Gray noted that materials are purchased based on patron requests and the types of books are circulating well. Library staff welcome requests for purchasing books, and there is a process for consideration of the appropriateness of a specific title. Due to time constraints, continued discussion on this topic was tabled to the March meeting.
9. Around the Table
   1. Due to time constraints, around the table comments were bypassed.
   2. LeFevre thanked Gray for her hard work and continued dedication.
10. Adjournment: Meeting adjourned at 6:40 pm by LeFevre.