Henika District Library

Meeting Minutes

Henika District Library

Board of Directors Meeting

Special Meeting

May 25, 2020 at 6:00 pm

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

**Members Absent:** Suzy Byville, Sara LeFevre

**Staff Present:** None

**Guests:** Carol Dawe, Cierra Bakovka

1. Call to Order: Meeting called to order at 6:03 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: No update provided
4. Old Business
   1. Staffing Update
      1. Director search: Huyck reached out to Dawe to utilize services available through the Lakeland Area Cooperative in the hiring of the new director. The position has been posted and a few applications have been received.
      2. Library staff: Dawe recommended that the Board focus on the director search and begin the search for the youth services position when we are close to making a hiring decision on the director so that the new director can hire for the youth services position. Gray sent an email requesting consideration for Bethany to receive a raise due to the additional duties she has taken on.
   2. The Board discussed returning to utilization of accounting services rather than having the new director take on QuickBooks. The Michigan Chart of Accounts will make accounting more complex. Marsh will research accounting services available to the library and bring recommendations to the June Board meeting.
5. New Business
   1. Budget Discussion
      1. In order to plan and budget for building maintenance needs, bids should be obtained in the next few months in preparation for 2022 fiscal year budgeting to begin in September. If necessary, budget amendments can be done to reallocate funds after the budget is approved.
      2. The Finance Committee should consist of the director, Treasurer, President, plus one additional Board member. Finance Committee members to be finalized at the June Board meeting.
      3. Dawe offered to share budgets for similarly sized libraries in the area.
   2. Board Development with Carol Dawe, Lakeland Library Cooperative Director
      1. Michigan has eleven different types of public libraries. Henika is a Class 3 District Library.
      2. The Board has the opportunity to decide what we want in a director, and it is important to ask potential director candidates what type of Board they want. Dawe shared that the Board’s job is to be prepared, participate, and promote the library, and the director’s job is to administer, assist, and anticipate. The Board/director relationship is an equal partnership, with the Board speaking as one voice for the community and the director speaking for the library staff.
      3. Dawe discussed some of the requirements regarding the Open Meetings Act (OMA) and offered to do a workshop on OMA and the Freedom of Information Act. Dawe also shared that some Boards participate in short board development trainings at each monthly Board meeting. Several members of the Board expressed interest in participating in these types of trainings.
   3. A candidate was interviewed for the director position.
   4. Discussion ensued regarding the merits of the director candidate. A special meeting will be held at 6:00 pm on May 26, 2021 to continue the hiring discussion.
6. Around the Table was omitted due to time constraints.
7. Adjournment: Meeting adjourned at 9:30 pm by Huyck.