

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
April 11, 2023 at 6:30 pm

Members Present: Meghan Augustin, Tami Fryling, Jacqui Kuhn, Sara LeFevre, Gary Marsh, Maria Musgrave, Danielle Simmons

Members Absent: Suzy Byville

Staff Present: Cierra Bakovka – Director

Guests: Aviv Karni

- I. Call to Order: Meeting called to order at 6:32 pm by Augustin.
- II. Approval of Agenda motioned by LeFevre and seconded by Augustin. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of March 2023 Regular Meeting Minutes with spelling correction of “Fryling” and editing Section V to reflect “February” motioned by Fryling and seconded by Simmons. All yes, motion passed.
- V. Financial Reports for March 2023
 - a. Credit Card Detail Report was reviewed. The wix.com charge is for renewing the subscription for the site that hosts Henika’s webpage. Entrance fees were prepaid for Bakovka and Faith to attend the annual conference in June. A new chair was purchased for Bakovka’s office. The charge at Book Depot was for purchasing books to use as summer reading prizes.
 - b. YTD Budget vs. Actuals was reviewed. Revenue has been coming in from taxes and state aid; will likely receive more this month and next month. There will likely be a budget amendment to include new income categories. The Building Fund high yield savings account ending in 212 is currently inactive due to lack of activity; Bakovka plans to move a nominal amount to it to keep it from going dormant.
 - c. Approval of paid bills motioned by Marsh and seconded by Kuhn. All yes, motion passed.
- VI. Director’s Report
 - a. Bakovka shared that Becky has put in her notice and plans to move back to Alaska. Bakovka posted the job opening and has started phone

screening applicants. Becky is planning vendor-led events for summer and working on a handover document with contacts and “how-tos” for the next Youth Librarian. Audit packets are in the mail and will be available by the next meeting. Staff are planning for Summer Fest and the summer reading program. Taylor from Big Dipper is giving ice cream coupons for summer reading. Henika now offers passes to the Gerald R. Ford Presidential Museum – one set is available each month.

- b. Monthly Statistics were reviewed. The door count was 6616 in March and Tuesday was the most popular day. There were 24 new library cards opened in March, with help of the new online form.
- c. The Youth Services report was reviewed. Preschool storytime, after school art, and sensory playtime continue to be popular programs. April is the last month of Reading Dragons for the school year. Becky’s last day with Henika will be around the end of April.
- d. The Adult Services report was reviewed. Clay magnets and spice club had great turnouts. Faith thinks adding the events to the Chamber of Commerce calendar has helped, especially with adult events which are being shared to the Chamber’s Facebook page. The seed library has been very popular and about \$40 in donations have already been received for next year. The Catz Den should be opening in May – the owner Jen has offered to set aside the space one night a week for programming. There is a presentation from local author Valerie van Heest coming up April 24. Faith is working with OpenRoad Brewery and 4One2 Distillery to arrange trivia nights for summer reading.
- e. The Circulation report was reviewed. Circulation levels are greater than 2019 and 2020. Computer sessions have gone up significantly.

VII. Committee Reports

- a. Finance Committee 3/22
 - i. Marsh summarized the discussions of the Finance Committee regarding PTO and parental leave policies. The committee has begun comparing standard practice in the business community and other libraries. Bakovka has reached out to the lawyer on several points, and the committee will meet again in May to further discuss.
- b. Planning Committee 4/11
 - i. The Planning Committee is in the information gathering stage. A load test is planned for next week on the current lift system. Mike from Triangle Construction has been invited to the next Building meeting to give informal information. The committee is working on a needs vs. wants list.

VIII. Unfinished Business: no unfinished business.

IX. New Business

- a. Materials Challenge Appeal: *The Bible*
 - i. Bakovka provided copies of communications regarding the materials challenge and subsequent appeal of *The Bible*. Discussion ensued. A vote on whether to uphold the director decision regarding the materials challenge of *The Bible* was motioned by Augustin and seconded by LeFevre. A roll call vote was conducted – seven yes, zero no, and one absent; motion passed.
 - 1. LeFevre YES
 - 2. Musgrave YES
 - 3. Marsh YES
 - 4. Simmons YES
 - 5. Fryling YES
 - 6. Augustin YES
 - 7. Kuhn YES
 - 8. Byville ABSENT
- b. Collection Development Policy
 - i. Bakovka reached out to the lawyer after the discussion of the Collection Development Policy at the last meeting, and the lawyer made a few changes, such as adding purpose section and definitions and amending dates. Approval of the Collection Development Policy with the lawyer’s revisions motioned by Musgrave and seconded by Augustin. A voice vote was conducted – seven yes, zero no, and one absent; motion passed.
- c. Grants
 - i. Three grants were recently awarded to Henika. Some of the AED funds may need to be returned, as two of the AED grants came through and Henika is unlikely to need the entirety of both grants to fund an AED for the building.
 - 1. American Heart Association: \$1500 toward the purchase of an AED, as well as one CPR and First Aid Anywhere Kit
 - 2. Allegan County Community Foundation: \$4000 toward the purchase of an AED and training
 - 3. Booklist Publications: monthly copies of the *Booklist Reader* from the American Library Association and *Booklist*, as well as online access to Booklist Online.

X. Around the Table

- a. LeFevre is happy for the grants and community involvement. LeFevre’s term is ending in June; will be stepping down from the board due to relocating out of the area.
- b. Musgrave is really excited about all the grants. Praised Bakovka for always bringing something new and exciting to the board. Excited about Catz Den and invited the board to attend their open house on May 20.

- c. Marsh feels the library is the most dynamic entity in the city of Wayland, mostly because of Bakovka's leadership.
 - d. Simmons thinks everything is going great. Happy with all the progress we are making and about the grants that have been awarded for the AED.
 - e. Bakovka's two-year anniversary at Henika is coming up in June.
 - f. Fryling is excited about the AED.
 - g. Augustin is excited for summer and echoed the sentiments of the other board members. Augustin requested a written letter from LeFevre stating her resignation at the May meeting.
 - h. Kuhn thought the duct tape event with Joel was great. So many great things happening, praised Bakovka's wonderful leadership.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 7:32 pm.