Henika District Library

Meeting Minutes

Henika District Library

Board of Directors Meeting

Special Meeting

May 26, 2020 at 6:00 pm

**Members Present:** Meghan Augustin, Suzy Byville (attending virtually via Zoom due to medical accommodations), Amy Huyck, Jacqui Kuhn, Sara LeFevre, Gary Marsh, Maria Musgrave (attending virtually via Zoom), Danielle Simmons

**Members Absent:** None

**Staff Present:** None

**Guests:** Carol Dawe

1. Call to Order: Meeting called to order at 6:02 pm by Huyck.
2. Approval of Agenda motioned by Marsh 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. Old Business
   1. Hiring Discussion
      1. The Board discussed the interview that was conducted during the May 25, 2020 Special Meeting and the merits of the candidate.
      2. Roll call vote to approve the hire of Cierra Bakovka for the Henika District Library director position motioned by Kuhn and seconded by Marsh. Motion passed.
         1. Byville YES
         2. Augustin YES
         3. Kuhn YES
         4. Simmons NO
         5. Marsh YES
         6. LeFevre YES
         7. Huyck YES
         8. Musgrave not yet in attendance during this portion of the meeting
      3. The Board discussed the proposed salary based on the candidate’s merits, education, and experience. The approved range for the director position is $40,000 to $46,000.
      4. Roll call vote to approve offering Cierra Bakovka a salary of $42,000 with a ninety-day probationary period and six-month review motioned by Simmons and seconded by Augustin.
         1. Byville YES
         2. Musgrave YES
         3. Augustin YES
         4. Kuhn YES
         5. Simmons YES
         6. Marsh YES
         7. LeFevre YES
         8. Huyck YES
      5. Dawe shared the importance of the director attending the Lakeland meetings and Allegan County meetings. Ideally the director’s monthly report should have a paragraph summarizing both the Allegan County and Lakeland meetings.
      6. Simmons would like to ensure building maintenance, especially the masonry on the front wall, be made a priority as the new director comes on board. Huyck to connect new director with DDA to assist in finding historical preservation grants.
      7. Dawe will contact Cierra Bakovka to extend the offer for the director position.
   2. Director Timeline
      1. Gray’s last day is June 5, 2020.
      2. The Board would like new director to attend the June Board meeting if possible. The Board agreed to change the June Board meeting from the original date of June 10 to the new date of June 17. Huyck to ask Gray to provide June Board packet prior to her departure.
   3. Hours of Operation
      1. Gray did staff scheduling on a week-to-week basis via Google calendar. Huyck to ask Gray to create schedule for staff through June 17. Once the new director starts, Board approval would be needed if reducing any hours, but hours can be added without Board approval.
   4. Dawe to post the Youth Services position. Resumes will be sent to the new director.
5. New Business
   1. Marsh suggested putting new carpet in director’s office due to extensive wear issues.
   2. Officer positions are usually determined at the June meeting. Huyck plans to step down due to personal reasons.
   3. The Board discussed how to give Gray a farewell considering COVID-related restrictions. Huyck to purchase a plant and card on behalf of the Board. LeFevre to bring snack for June meeting as a welcome for the new director.
   4. The Board will plan to discuss Gray’s suggestion to consider a pay raise or bonus for Bethany at the June meeting.
6. Around the Table
   1. Augustin has been helping with Friends of the Library. Deb Van Der Slik to host her first FOTL meeting soon, hopefully in June. FOTL is planning to do a family story time in July, which can help jumpstart youth summer programming while promoting FOTL.
   2. Kuhn is excited about the future of the library.
   3. Simmons shared that she is feeling optimistic and is going to continue to do what is best for the library and the community.
   4. Marsh stated that although we are juggling a lot of balls, she is sure that we are up to the task.
   5. LeFevre asked about the mask policy at other Lakeland libraries. Dawe is still waiting to hear what Library of Michigan recommends and will forward their recommendation once available. Huyck stated that we need to add that to the June meeting discussion.
   6. Byville had nothing to add.
   7. Huyck thanked the group for attending the special meetings and shared her appreciation for everyone’s enthusiasm for the library.
7. Adjournment: Meeting adjourned at 7:48 pm by Huyck.