

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Directors Meeting  
August 12, 2021 at 6:00 pm

**Members Present:** Meghan Augustin, Jacqui Kuhn, Sara LeFevre, Gary Marsh, Danielle Simmons

**Members Absent:** Suzy Byville, Maria Musgrave

**Staff Present:** Cierra Bakovka – Director

**Guests:** Becky Butler

- I. Call to Order: Meeting called to order at 6:01 pm by Augustin.
- II. Approval of Agenda motioned by LeFevre and seconded by Simmons. All yes, motion passed.
- III. Community Opportunity to Address the Board
  - a. Friends of the Library Update: Deb Vander Slik has not received much commitment from members of the community and is not able to continue to commit significant time to reviving FOTL with the lack of community interest. There is a Township position open on the Henika Library Board, which is being advertised on the Township website and the Henika website.
- IV. Approval of July 2021 Meeting Minutes motioned by Augustin and seconded by LeFevre. All yes, motion passed.
- V. Financial Reports for July 2021
  - a. This month's Financial Report is the first report compiled by Walker, Fluke & Sheldon. The only issue noted is that the winter reading and summer reading line items were transposed; Bakovka will ensure this is fixed. Walker, Fluke, And Sheldon has done two payroll cycles so far and it has gone smoothly.
  - b. There are separate Building Funds due to staggered CDs so that money could be pulled if needed without penalty. Bakovka plans to look into "My Class," which was recommended by Diane at Herrick Library for building funds. It was noted that the LaVerne Johnson Book Fund has approximately \$21,000 and is available for purchasing books for the library.
  - c. Credit Card Detail Report was reviewed.
  - d. YTD Budget vs. Actuals was reviewed.

- e. United Bank accounts were reviewed.
- f. Approval of paid bills motioned by Kuhn and seconded by Simmons. All yes, motion passed.

## VI. Director's Report

- a. The Youth Services report was reviewed. The new Youth Services librarian Becky Butler is on board and has started sorting through the children's materials in the basement. Youth take and make attendance was slower than normal without much programming planned for July. Bethany planned two take and makes for August and Becky will begin programming planning starting in September.
- b. The Adult Services report was reviewed. Faith offered a few programs in July, but there were several no shows. Faith has several programs planned for August: there is a garden mosaic craft this Saturday, Roaming Readers walking club starts next week, and Sitting Fit chair exercise program and another spice club are being planned. Faith played a big hand in planning the summer reading wrap-up party and planned almost all the games.
- c. Door counters came in the week of July 12. Since then, there have been close to 200 people per day on average. Door counters are on both doors, so the counts are added together and halved to account for each person entering and exiting.
- d. The circulation report statistics were reviewed. Circulation has been lower than average, but circulation statistics are on their way back up. Bethany is starting to make graphs to show circulation statistics by audience level so that trends and changes are easier to note.

## VII. Old Business

- a. Historical Grant Update
  - i. Simmons reached out to the DDA several times by phone and email and has not heard back. The DDA's website states they can help with the grants, but the maximum amount is \$20,000 and grant recipients must put up 2-3% of the total grant amount in order to receive the grant. Bakovka to reach out to DDA member Robin from United Bank to see if she can help put Simmons in contact with someone at the DDA to further discuss availability of assistance with historical grants.
  - ii. Bakovka has started to reach out to masonry, flooring, and painting contractors to obtain quotes because general contractors either did not respond at all or stated that they were too busy. Bakovka is looking into carpet squares so areas can be replaced as needed; laminate or vinyl is being considered for high traffic areas and the kitchenette area in the basement. Bakovka noted that she

has noticed a few cracks inside recently but is unsure if it is paint cracking or if it is in the brickwork.

- iii. The new staff breakroom coming along. There is not currently an outlet in the new breakroom space, so Bakovka would like to have an electrician put one in.

b. Meeting Dates

- i. Bakovka attends the Lakeland Cooperative meetings on the second Thursday morning of each month, which currently coincides with the day of the Board meeting and results in a 12-hour workday for Bakovka. The Board discussed the possibility of moving the meeting to a different Thursday or to a different day of the week.
- ii. The September Board meeting will be moved to the second Tuesday, September 14, at 6:30pm. The Board will reevaluate the ongoing meeting schedule at a later time.

c. Library Hours

- i. The new hours as proposed by Bakovka will begin on Saturday August 14.
- ii. The Board discussed the merits of seasonal hours and future consideration of offering seasonal hours.

d. Budget Amendments

- i. The 2021 fiscal year budget was slimmed down due to the pandemic and uncertainty about the amount of revenue the library would receive. Henika currently has an excess revenue of approximately \$54,000 for the year.
- ii. Budgeting for contractual services could be affected by the proposed addition of Yankee Springs. Bakovka has reached out to Yankee Springs to see where they stand on the process to come under Henika District Library. To accommodate the addition of the 34% of Yankee Springs residents in the Wayland Union School District, the City and the Township would each need to forfeit one seat on the Board.
- iii. Moving forward, Bakovka will likely plan to put forth budget amendments around mid-year and again at the end of the year.
- iv. The proposed budget amendments for fiscal year 2021 were reviewed and discussed.
- v. Approval of the fiscal year 2021 budget amendments as presented motioned by Augustin and seconded by Marsh. Motion passed.
  - 1. Augustin YES
  - 2. Simmons YES
  - 3. Marsh YES
  - 4. LeFevre YES
  - 5. Kuhn YES

VIII. New Business

a. Fiscal Year 2022 Budget

- i. Resolution to set the public hearing on property taxes and library budget for fiscal year 2022 for September 14, 2021 at 6pm motioned by Augustin and seconded by Kuhn. All yes, motion approved.
    - ii. Once approved, the 2022 budget will be sent to the Equalization Department, the City of Wayland, and Wayland Township.
    - iii. Bakovka presented the draft budget for fiscal year 2022. Discussion ensued and adjustments were made based on discussion.
  - b. Hiring a second circulation person
    - i. Bakovka recommended hiring a second circulation person to cover maternity leave and provide extra coverage for extended hours and vacations. There is room in the budget to hire this year, and the position was also budgeted for in the 2022 draft budget. The position would start at \$13 per hour with a normal week ranging from 15 to 20 hours and going up to 28 hours as needed when subbing at the circulation desk.
  - c. Special Collection policy
    - i. The library has a Nintendo Switch, a GoPro, 4 Chromebooks, and 3 Video Cameras, in addition to the Launchpads that are already offered.
      - 1. Nick is coming on Monday to ensure the Chromebooks are good to go and filter compliant.
      - 2. The updated Special Collection Policy and lending agreements were reviewed. The lending agreement will be completed every time a Special Collection item is checked out, and each lending agreement outlines the replacement cost for lost or damaged items.
      - 3. Approval of the Special Collection policies as presented motioned by Augustin and seconded by Simmons. All yes, motion approved.

## IX. Around the Table

- a. Simmons shared that things are looking good and we are getting a lot accomplished. Happy that we are making good progress.
- b. Marsh agrees with Simmons. Marsh believes the on-site promotional value of a sign out front is significant enough that we should look into it.
- c. LeFevre thinks Bakovka is doing a wonderful job and loves the large whiteboard calendar on the wall that shows the library programming events. Would love to see an easy-to-find calendar on the website as well. LeFevre spoke to the City Manager Josh Eggleston about the broken parking blocks with exposed rebar and shared that within 30 days of August 2, the parking lot will be patched and new parking blocks installed. Information on the September 11 Balloon Fest will be handed off to Bakovka. Bakovka to check staffing availability; possibility of Board

members signing up for shifts as well. LeFevre's kids loved the magnet buddies. Proposed the idea of sharing a babysitter for Board meeting nights.

- d. Kuhn asked about which benches the Kiwanis donation would be used to purchase. Bakovka shared that the Kiwanis also preferred option 2 that was presented at the last meeting. Kuhn is excited for what is to come and happy with the progress we have been making. Looking forward to long-term planning.
  - e. Bakovka expressed thanks for everyone's patience through the long meeting. Bakovka loves the involvement of the Board and is happy about the progress being made and the new Special Collection offerings. Thankful for continued dedication and effort.
  - f. Augustin is glad that we talked about the budget in detail and added desperately needed things. Excited for what is to come, the library is doing good things.
- X. Adjournment: Meeting adjourned at 9:01 pm by Augustin.