Henika District Library

Meeting Minutes

Henika District Library

Board of Directors Meeting

May 13, 2020 at 6:00 pm

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

**Members Absent:** Danielle Simmons

**Staff Present:** Nicole Gray – Director

**Guests:** None

1. Call to Order: Meeting called to order at 6:01 pm by Huyck.
2. Approval of Agenda motioned by LeFevre and seconded by Augustin. All yes, motion passed.
3. Community Opportunity to Address the Board
   1. Friends of the Library Update: Augustin shared that Deb Vander Slik has taken over the Friends of the Library group and that she is working to gather information and recruit board members. Gray stated that she will share the Facebook post to the Henika Facebook page and put up a flyer on the bulletin board in the library. LeFevre asked about the age requirement for serving on the FOTL board and wondered if any local high school students might be interested if there are not age restrictions. The group discussed issues that might be deterring people from joining, such as the requirement of paid dues.
4. Approval of April 2020 Meeting Minutes motioned by Augustin and seconded by LeFevre. All yes, motion passed.
5. Financial Reports for May 2020
   1. The negative amount in the Fines line item of the Profit and Loss statement is the result of item(s) that were lost or damaged that belong to another library; the income does not necessarily get recorded the same month the payment is made to the other library to replace the materials.
   2. The Penal Fines line item represents two months-worth due to a late deposit of last month’s Penal Fines.
   3. The Contractual Services line item represents fees paid for the library cooperative through Lakeland.
   4. Credit Card Detail Report was reviewed. There are two reports included this month because last month’s was not deposited until after the first of the month.
   5. YTD Budget vs. Actuals was reviewed. Musgrave inquired about adding a monthly column back to the YTD Budget vs. Actuals report.
   6. United Bank accounts were reviewed.
   7. Approval of paid bills motioned by Marsh and seconded by Musgrave. All yes, motion passed.
6. Director’s Report
   1. Gray provided a staffing update. Faith Fetty has been hired to fill the open Adult Services and Reference Librarian position. She will have a training day on May 19, with her first full week of work beginning May 24. Stefanie will be returning on a temporarily part time schedule the week of May 24. Gray has resigned her position, with her last day planned for June 5.
   2. With the staffing changes, the library schedule was discussed at length. Marsh noted that predictability and avoiding last minute changes is important. The consensus of the group was to remain closed on Saturdays for the time being since it is underutilized by patrons compared to weekday usage. Gray shared utilization data for the extended evening hours on Mondays and recommended returning to 10a-6p due to significantly higher utilization between 10a-12p than from 6p-8p. Musgrave suggested continuing to remain closed to the public on Thursdays in order to have more time to accommodate training and transition needs. The board agreed upon the following schedule beginning May 24, to be revisited at the next board meeting: Monday open 10a-6p, Tuesday open 10a-6p, Wednesday open 10a-6p, Thursday closed to the public, Friday open 10a-4p, Saturday closed.
   3. Gray strongly urged the board to reconsider the pay range for the director position and stated that it was undervalued compared to other area director positions that require less work. Marsh reminded the group that the board proposed an increase last year, but Gray stated that she refused because there was not money in the budget for an increase. The budget that was passed for this year was based on the assumption that there would be a dramatic decrease in income, but the reduction has not been as drastic as expected. Gray cautioned that spending over 10% of what was budgeted will result in an audit to ensure there is no misuse of public funds. Musgrave asked about the standard for what percentage of the budget should be used for salary and benefits and noted that Henika spends about 68% of the total operating budget on salary and benefits. Gray shared that 60% is the minimum and 75% is the maximum of total operating budget. Huyck noted that she will be speaking to Carol Dawe to discuss the director position on Friday May 14. When the position was posted before, there was research done on the wages and benefits of other area libraries to ensure a fair and competitive compensation package was offered.
   4. The online patron catalog is moving to BiblioCommons, which Gray believes is a much better program. Herrik and KDL have already made the transition, and Henika will transition in June. Advertising materials should be available soon. The staff-facing program will still be Sierra, which interfaces with BiblioCommons.
   5. GASB 84 compliance will require that the chart of accounts be completely updated. Specific standardized names and account numbers will need to be used. Compliance is required beginning in 2022 fiscal year, so Gray will try to have them ready for the board to go through at next month’s meeting. All of the library’s funds will need to follow the new state-mandated account names.
   6. The Youth Services report was reviewed. Bethany’s take and make requests increased. The papier mache earth kits were very popular and brought renewed interest in some of the others. The staff is trying to prepare for summer reading, but it has been difficult and Gray is hoping to more forward more with planning once Stefanie returns from maternity leave this month. Summer reading normally begins the first week in June with a big event when the farmer’s market opens, but there is still no date set for summer reading or the return of the farmer’s market. Several members of the board expressed interest in assisting with summer reading events as needed.
   7. Adult Programming was discussed. Rachel planned some events prior to her departure and left notes, plans, and materials for those activities. Faith will have the opportunity to use those materials, repurpose them, or create her own programming.
   8. The circulation report statistics were reviewed. Gray noted that there is not a good comparison because last year at this time the library was closed due to the pandemic.
7. Old Business
   1. Collection analysis was discussed. A full collection analysis may be more of a possibility once Henika is moved over to BiblioCommons. Doing so would give better insight into the diversity of the collection as a whole. The board discussed the vast availability of titles as a huge benefit of the library cooperative. LeFevre noted that with so many changes going on at Henika, it may not be the best time to put resources into a collection analysis and suggested waiting until new staff are on board. Kuhn noted that Henika has a strong collection policy and feels that the current pressing need is to focus on getting staff onboarded and trained.
   2. Teen Materials Placement was discussed and board members expressed contentment with the changes made to more clearly separate the teen materials within the youth space.
   3. Building Maintenance was discussed. Huyck stated that we cannot spend more than what we pass in the budget. When September comes around and we begin budgeting for the 2022 fiscal year, it would be helpful to already have a list of items we need to include. Musgrave stated her intention to meet with Marsh to do a walk-through of the grounds to determine what work needs to be done so appropriate bids can be obtained and included in the budget for next year. The projects brought up were the front wall of the building, possible carpet replacement, and possible interior paint. Huyck noted that she spoke to the maintenance workers at the high school and they suggested acetone to strip the primer from the metal around the front entrance.
8. New Business
   1. Gray has resigned her position as director, with her last day being June 5. Board members expressed sadness at her departure and wished her and her family the best. Gray stated that she will consider an exit interview or preparation of a statement and will work with Huyck if she chooses to complete an exit interview or statement.
9. Around the Table
   1. Huyck appreciates all of Gray’s hard work and stated that she has done an amazing job and will be missed.
   2. Musgrave stated she will miss Gray and is thankful for everything. Musgrave recognizes that COVID has added stress and taxing situations.
   3. Augustin expressed that she is sad that Gray is leaving. Being new to the board and wanting to be helpful, and then trying to solve COVID problems added another level of not knowing how to help. Moving forward hoping to be more helpful on the board and with the communication issues. Want to make sure we are a board representing the community the library serves, while recognizing the need to ask more about what the staff needs.
   4. LeFevre posed the question “what is the library’s future vision?” In the short term, would like to see Henika be a part of the Wayland Main Street Celebration and to help keep the library involved in the community.
   5. Kuhn appreciates everything Gray has done and hopes she feels proud of all of the great work and accomplishments she has achieved at Henika in her three years as director. Although sad to see her go, Kuhn stated she is glad Gray made the decision that makes the most sense for her family.
   6. Byville will not be at the June meeting but plans to stop in to see Gray before her last day.
   7. Huyck is sad to see Gray go and will miss her. Huyck will be meeting with Carol on Friday about posting the director position and invited other board members to attend the virtual meeting.
   8. Gray gave thanks to the old board members for taking a chance on her when she was hired into the director position, and also thanked the new board members for working with her.
   9. Marsh’s biggest concern in the transition is how we will handle bill paying and salaries. Huyck to meet with Carol tomorrow and will look at getting an interim director in place as a backup.
10. Adjournment: Meeting adjourned at 7:34 pm by Huyck.