

Henika District Library
Meeting Minutes

Henika District Library
Board of Directors Meeting
September 14, 2021 at 6:30 pm

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

Members Absent:

Staff Present: Cierra Bakovka – Director

Guests: Kyle Miller

- I. Call to Order: Meeting called to order at 6:34 pm by Augustin.
- II. Approval of Agenda motioned by Marsh 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 stepped down from her role with FOTL and handed off the information and supplies to Augustin. The last members of the FOTL group did not do any of the dissolving motions to formally dissolve the group, so there is still money in the bank account and an October 1 deadline to form a board in order to pay necessary dues to keep the group going. Kyle Miller indicated that he is open to taking over the FOTL group; Augustin to hand off the information received from Deb.
- IV. Approval of August 2021 Meeting Minutes motioned by LeFevre and seconded by Augustin. All yes, motion passed.
- V. Financial Reports for August 2021
 - a. Expenses for the month included new desks for downstairs, wrap-up for summer reading, and supplies for organizing the basement. The Laverne Johnson Book Fund money is in a CD that is maturing today, and \$10,000 is budgeted for use toward materials in 2022. Bakovka plans to order book plates to go into the books that will be purchased with these funds.
 - b. Credit Card Detail Report was reviewed.
 - c. YTD Budget vs. Actuals was reviewed.
 - d. United Bank accounts were reviewed.
 - e. Approval of paid bills motioned by LeFevre and seconded by Musgrave. All yes, motion passed.

VI. Director's Report

- a. August door counter statistics were reviewed. The daily average was 149.
- b. 104 kids and 39 adults participated in the summer reading program. Take and make kits continue to be popular.
- c. The Youth Services report was reviewed. Kuhn inquired about programming for 5 to 7 year olds due to the gap between the age range for preschool story time and the after school art program that is marketed toward 8-18 year olds. Bakovka explained that Becky is open to keeping the art supplies out longer in order to accommodate the younger elementary children with later school end times.
- d. The Adult Services report was reviewed. In person events, make and takes, and passive programming have been going well, with crafting programs bring the most popular.
- e. The circulation report statistics were reviewed. Circulation statistics continue to improve but are not yet at pre-COVID levels. The new circulation assistant Courtney started today. Courtney will be helping to cover Bethany's maternity leave starting in October.

VII. Old Business

- a. Resolution to Adopt Budget for FY 2022 motioned by Marsh and seconded by LeFevre. A roll call vote was conducted. Motion passed.
 - i. LeFevre YES
 - ii. Marsh YES
 - iii. Byville YES
 - iv. Simmons YES
 - v. Kuhn YES
 - vi. Musgrave YES
 - vii. Augustin YES
- b. Resolution to Set Mill Levies at 1.3554 mills for FY 2022 motioned by Augustin and seconded by Musgrave. A roll call vote was conducted. Motion passed.
 - i. LeFevre YES
 - ii. Marsh YES
 - iii. Byville YES
 - iv. Simmons YES
 - v. Kuhn YES
 - vi. Musgrave YES
 - vii. Augustin YES
- c. Historical Grants Update
 - i. Simmons met with Teryl Shields to discuss availability of historical grants. The DDA does not do any type of grants, but the Michigan Economic Development Corporation does and Main Street falls under the MEDC. Shields is meeting with Sue Devries from MEDC to get more information. There is \$100,000 remaining from the

second year of the \$200,000 grants, and the money is intended for “shovel-ready” projects. In order to qualify, Henika would need to consult with an architectural engineer who deals in historical buildings and the work would need to be done by someone who works with historic masonry. Simmons reached out to Teryl to get additional information. Bakovka reached out to the Library of Michigan to inquire about grants, but nothing is available or projected to become available that would support this type of project; the money from Library of Michigan usually is geared toward materials and programming.

d. Meeting Dates

- i. Augustin proposed changing the meeting dates to the second Tuesday of each month and the board agreed to this change. The new meeting dates for remainder of 2021 are as follows: October 12, November 9, December 14. The meetings will take place at 6:30 pm. Meeting dates and time will be revisited at the December meeting to set the schedule for 2022 meetings.

VIII. New Business

a. Yankee Springs Township

- i. Bakovka shared information on the steps that must be taken for a new library to join an existing district library. The first two steps have been completed; however, Clare Membiela (the law librarian at Library of Michigan) recommended redoing the first two steps because the boards for both Yankee Springs Township and Henika District Library have largely changed. After the first two steps are redone, Yankee Springs, City of Wayland, and Wayland Township would need to vote on it. The agreement only allows for a one-time vote and all three need 2/3 vote to approve. Henika will need a lawyer to draw up an amended district library agreement that would be signed if the votes were to pass; this has been budgeted for 2022 under Contractual Services. Yankee Springs is talking to a lawyer about updated ballot language.

b. Renovation Bids

- i. Bakova has been working on getting bids for the masonry, paint, and carpeting, but has not received many responses despite multiple inquiries. The estimate from Hillis Brothers Painting was reviewed. Two people looked at the porch and determined that the porch is bowing due to improper drainage from the roof, causing rain to come off the roof onto the porch and into the cracks in the cement; when the water freezes it pushes it apart. The porch work will require fixing the masonry as well as the roof drainage. Bakovka is awaiting additional estimates and will bring them to the board meeting in October. Bakovka urged the board to plan to make a decision on contractors before the fiscal year ends because

contractors are already booking out into spring and summer of 2022.

- c. Bakovka presented a Programming No Show Policy for the board's consideration. There has been one person who signed up for three slots for multiple events but did not show up. Bakovka proposed a 90-day ban if a patron no-shows or cancels less than 24 hours prior to an event three or more times in four months. This ban would move the patron to the waitlist if the program fills; if there is no waitlist, the patron would be welcome to attend. Discussion ensued regarding the content of the policy and the necessity of a no-show policy when we are trying to build up programming. Adoption of the Program No-Show Cancellation Policy with exceptions at director's discretion motioned by Marsh and seconded by Augustin. A roll call vote was conducted. Motion passed.
 - i. LeFevre YES
 - ii. Marsh YES
 - iii. Byville not present for this portion of the meeting.
 - iv. Simmons YES
 - v. Kuhn NO
 - vi. Musgrave NO
 - vii. Augustin YES

IX. Around the Table

- a. LeFevre is glad that everything is going well and the library is thriving. Inquired about advertising using PeachJar emails; Bakovka noted that Becky has been talking to Sally about it.
- b. Marsh thinks the Henika Holler was a great addition. In a town without a newspaper, it's very beneficial.
- c. Simmons had nothing to add.
- d. Bakovka expressed gratitude for the discussions tonight; thankful for the passion of the board and having a community member present. Excited to get Courtney up and running and getting assistance from the Building and Grounds Committee.
- e. Kuhn expressed thanks to the board, hoping we can assist with some of the follow-up with the bids. Thankful to Kyle for taking on FOTL. Praised Bakovka for the excellent staff hires and building a great team.
- f. Musgrave thankful for the time board members spend outside of the meetings and thankful to Bakovka. Apologized for not being present at times due to family circumstances.
- g. Augustin thinks we have made a lot of progress, hopefully we can find out more to help our building. Thanks to Danielle for getting in touch with Teryl. Glad everyone can give their different perspectives during discussions..

X. Adjournment: Meeting adjourned at 8:43 pm by Augustin.