

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
June 14, 2022 at 6:30 pm

**Members Present:** Meghan Augustin, Suzy Byville, Sara Lefevre, Tami Fryling, Jacqui Kuhn, Gary Marsh, Maria Musgrave, Danielle Simmons

**Members Absent:**

**Staff Present:** Cierra Bakovka – Director

**Guests:**

- I. Call to Order: Meeting called to order at 6:36 pm by Augustin.
- II. Approval of Agenda motioned by Augustin and seconded by Marsh. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of May 2022 Regular Meeting Minutes motioned by Fryling and seconded by Lefevre. All yes, motion passed.
- V. Financial Reports for May 2022
  - a. Credit Card Detail Report was reviewed. Credit card points were redeemed for a \$675 deposit into the checking account. Postage expenses were higher than usual due to the cost of stamps for direct mailings to Yankee Springs residents. There was a \$600 expense to get the printer fixed, and now the scanning function is not working.
  - b. YTD Budget vs. Actuals was reviewed.
  - c. United Bank accounts were reviewed.
  - d. Approval of paid bills motioned by Byville and seconded by Lefevre. All yes, motion passed.
- VI. Director's Report
  - a. Bethany is close to completing her master's degree and will be starting an internship in August, at which point she will only be able to work a maximum of 10 hours a week. Bakovka suggests moving Courtney into Bethany's position and then replacing Courtney's position.
  - b. Porch construction started last Thursday. During construction there is reduced parking and a little extra noise.

- c. Monthly Statistics were reviewed. Daily traffic dipped a little, which is normal for May. The most popular day in May was Tuesdays. May was the biggest month for programs so far this year.
- d. The Youth Services report was reviewed. Story time and after school art have wrapped up with the end of the school year. Becky is starting a preschool sensory playtime for the summer. About 400 people signed up for summer reading in the first week.
- e. The Adult Services report was reviewed. Seed bombs were a popular event. The parents only club is gaining traction. Take and makes have been going great.
- f. The Circulation report was reviewed. Numbers are still climbing back from pandemic times and are getting close to 2019 levels. Games and MeL checkouts have far surpassed 2019 levels.

## VII. Committee Reports

- a. Planning Committee: The Planning Committee met twice in May to review the survey responses and begin working on a strategic plan for the next three years. The survey had about 225 respondents; 10% of respondents reported that they do not have a library card. The biggest issue that came up was wanting more space/bigger building. The draft strategic plan was presented. The next step is to determine the implementation timeline.

## VIII. Unfinished Business: No unfinished business.

## IX. New Business

- a. Officers
  - i. Bakovka suggested starting with a clean slate since the bylaws have been adopted. The bylaws call for a two-year terms for officers. Bakovka proposed that we elect this month for two-year terms beginning today.
  - ii. Musgrave nominated Augustin for President. Fryling seconded. All yes, Augustin elected for a two-year term as President.
  - iii. Musgrave nominated Fefevre for Vice President. Augustin seconded. All yes, Lefevre elected for a two-year term as Vice President.
  - iv. Musgrave nominated Kuhn for Secretary. Augustin seconded. All yes, Kuhn elected for a two-year term as Secretary.
  - v. Musgrave nominated Marsh for Treasurer. Simmons seconded. All yes, Marsh elected for a two-year term as Treasurer.
- b. Printer
  - i. Bakovka presented options for replacing the printer, which is past its useful life.
    - 1. Applied Imaging has a 6-8 week turnaround time, with options to purchase for \$7452 plus \$125 per month for maintenance or lease for \$250 per month for 60 months

(leasing includes maintenance). The lease price does not mark up the cost of the machine; rather, it represents the cost of the machine spread out over 60 months plus the \$125 per month maintenance plan cost. There is the option for an early lease buyout.

2. Nordyk has a 6-month turnaround time. This printer option is a different brand with all the same specs as the Applied Imaging option. The cost is a few hundred dollars more than the Applied Imaging option.
  - ii. The board previously agreed to reassess charging for printing once we have a reliable printer, so we will need to have this discussion once a replacement is purchased.
  - iii. Augustin motioned to approve leasing a Ricoh IM C300 printer from Applied Imaging at a lease price of \$250 per month on a 60-month agreement. Musgrave seconded. All yes, motion approved.
- c. Budget Amendment #2
  - i. Bakovka presented a proposed budget amendment. Some of the line items to be amended include Payroll to account for upcoming staffing changes, Equipment to cover the cost of security cameras and a new printer, Building and Grounds to redo the flower bed after the porch done, etc. Spelling correction to be made to "Ammendment" and "Donaitions."
  - ii. Augustin motioned to approve Budget Amendment #2 FY 2022. Fryling seconded. Roll call vote. All yes, motion approved.
    1. Musgrave: YES
    2. Fryling: YES
    3. Lefevre: YES
    4. Marsh: YES
    5. Simmons: YES
    6. Augustin: YES
    7. Kuhn: YES
    8. Byville absent for vote
- d. Meeting dates: the board had previously agreed to reassess meeting dates after six months. Discussion to be tabled until September.

## X. Around the Table

- a. Musgrave is excited about summer reading. Suggested thinking about requiring a deposit for special collection items. Recommended air filtration/air purifier for the building.
- b. Fryling asked for an update on AED. Bakovka has applied for two grants, but hasn't heard back yet.
- c. Lefevre congratulated Bakovka on getting master's degree completed!
- d. Bakovka is proud of the staff on how hard they worked on summer reading. Fantastic turnout so far! Excited for porch work to be done. Faith and Bakovka going to DC next week.

- e. Marsh is pleased with the excitement and enthusiasm generated by the staff. Happy with the teamwork. Amazing what we have accomplished in a year.
  - f. Simmons is looking forward to summer reading. Happy with all we have accomplished in the last year.
  - g. Augustin is proud of what has happened in the past year. Excited for summer reading. The finance committee needs to meet – Bakovka will work with Marsh on getting a date set. Beyond helping with next year's budget, the finance committee can also start discussing laying out employee raises so that we can have it laid out and ready to go for when we discuss later in the year. Keep in mind our size and how much we are able to pay compared to other libraries.
  - h. Kuhn is excited for Bethany taking the next steps in her career field, but sad that means she will eventually be stepping away from the library. Excited for the strategic planning work being done and for summer reading. Loved the staff picks, hope to see that return once there is more display space after summer reading wraps up.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:30 pm.