

Henika District Library  
Meeting Minutes

Henika District Library  
Finance Committee Meeting  
November 2, 2022 at 10:30 am

**Members Present:** Meghan Augustin (ex officio), Jacqui Kuhn, Gary Marsh,  
Maria Musgrave

**Members Absent:** None

**Staff Present:** Cierra Bakovka – Director

**Guests:** None

- I. Call to Order: Meeting called to order at 10:30 am by Marsh.
- II. Approval of Agenda motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- III. Approval of Previous Meeting Minutes motioned by Augustin and seconded by Kuhn. All yes, motion passed.
- IV. Unfinished Business
  - a. Assess Salary and Wage Policy
    - i. Bakovka provided wage comparisons for Class 3 and Class 4 libraries in our area that also offer benefits. The Finance Committee reviewed the data, as well as the Henika District Library Salary and Raise Policy, current Henika District Library staff wages, and projections of Henika District Library staff wages for 2023. The approved budget for FY 2023 can support employee raises, with payroll budgeted at \$200,000. Discussion ensued.
    - ii. The Finance Committee agreed to make the following recommendations to the Board at the next regular meeting:
      1. Rename the Circulation Clerk position to Circulation Supervisor to better reflect the additional duties required of this position.
      2. Update the Salary and Raise Policy as follows:
        - a. Change the wage ranges to the following:
          - i. Director: \$47,000 to \$60,000 annually
          - ii. Department Supervisor: \$38,000 to \$45,000 annually
          - iii. Circulation Supervisor: \$15 to \$18 per hour
          - iv. Circulation Assistant: \$13 to \$16 per hour
          - v. Page: \$12 to \$15 per hour

- b. At the end of the paragraph regarding raises, add “At the director’s discretion, raises of greater than 5% can be given with Board approval. Director raises are given by Board approval.”
    - c. In the section regarding bonuses in lieu of a raise, remove “as follows: For Full Time Employees: \$250 - \$1000 based on performance. For Part Time Employees: \$125 - \$500 based on performance.”
  3. Propose a \$150 Visa gift card be given to each staff member as a holiday gift.

V. New Business

- a. Assess PTO Policy
  - i. Tabled for discussion at a later date.

VI. Around the Table

- VII. Adjournment of the meeting motioned by Marsh and seconded by Augustin. Meeting adjourned at 12:05 pm.