

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
September 12, 2023 at 6:30 pm

Members Present: Meghan Augustin, Suzy Byville, Tami Fryling, Jacqui Kuhn, Gary Marsh, Maria Musgrave, Sarah Powell

Members Absent: Danielle Simmons

Staff Present: Cierra Bakovka – Director

Guests: Aviv Karni, Mike Chachulski (Green Built Roofing)

- I. Call to Order: Meeting called to order at 6:33 pm by Augustin.
- II. Approval of Agenda motioned by Byville and seconded by Augustin. All yes, motion passed.
- III. Community Opportunity to Address the Board: Aviv Karni is excited for the September bingo program and the Reading Dragons program.
- IV. Approval of Meeting Minutes
 - a. Approval of August 2023 Regular Meeting Minutes with the spelling correction of “Maris” to “Maria” motioned by Augustin and seconded by Fryling. All yes, motion passed.
 - b. Approval of August 2023 Special Meeting Minutes with the spelling corrections of “Maris” to “Maria” and “Augustijn” to “Augustin” motioned by Augustin and seconded by Musgrave. All yes, motion passed.
- V. Financial Reports for August 2023
 - a. Monthly check register was reviewed. Local Hop is the new program for registration and events that syncs with the calendar on the website and is searchable; the payment of \$765 includes the setup fee – the annual fee in the future will be about \$500. The fee for the budget hearing notice in the Allegan County News was \$240.
 - b. Credit Card Detail Report was reviewed. The Canva charges were for the “get a library card” postcards that were given to the schools to hand out at the back-to-school open houses. The charge from Techsoup was for updated versions of Microsoft Office for patron and staff computers. Amazon charges were to replace materials that were lost or damaged.
 - c. YTD Budget vs. Actuals was reviewed.
 - d. United Bank Accounts were reviewed. The accountant has not updated the Statement of Financial Position to reflect the changes made to the

CDs; the information on the United Bank accounts page is up to date for the CDs. Musgrave inquired about the accountant's number for building savings not matching up with United Bank account statement. Bakovka stated the United Bank accounts page is the most up to date for building fund and savings accounts totals.

- e. Approval of paid bills motioned by Augustin and seconded by Marsh. All yes, motion passed.

VI. Director's Report

- a. Bakovka gave an update on Jess; she is improving, and they will reassess in another month or so. Bakovka talked with the staff about whether they feel they can continue without hiring a temp, and the staff currently feels they can handle it. There will be a goodbye dinner for Faith at Casa Real in Otsego at 6 on Friday. Bakovka has hired Abby as the new adult librarian; Bakovka worked with her previously and she starts next Thursday. Bakovka finished a major grant application this month to request funds to be used toward an expansion. Bakovka had a meeting with Apex Clean Energies; they are putting in a solar farm in our area, which should be up and running in 2025 and will be a 25-to-30-year project. Bakovka will be meeting with Tribal Librarian Karen Bos tomorrow to start discussions on how they can partner. Bakovka has been awarded two personal grants for continuing education for herself. There is a new partner collection with Libby with the addition of Mideastern Michigan Library Cooperative. The Touch a Truck program on Saturday September 23 will run from 11am to 1pm and could use board volunteers to assist during the event.
- b. Monthly Statistics were reviewed. The most popular day of the week in August was Mondays. Program attendance dropped in August, which is normal for this time of year with the end of summer break. Summer Reading finisher statistics were about 49%, which was much higher than last year.
- c. The Youth Services report was reviewed. The Summer Reading Finale Party had about 70 attendees. There were 14 attendees for notebook decorating for teens. The first after school art of the season had 52 kids. Touch a Truck is coming up and Tori is working on getting library visits set up with the local schools.
- d. The Adult Services report was reviewed. Faith has some programs planned for October to help with the staffing transition. Grand Rapids Ghost Hunters, Tobin Buhk, and Cindy Semark are outside programmers planned for October.
- e. The Circulation report was reviewed. There were 22 new library cards added in August. DVD checkouts spiked this month.

VII. Committee Reports

- a. Building and Grounds Committee Meeting 8/15

- i. The Building and Grounds Committee has been talking more in detail about financing options for growth. Triangle will be a help, but now asking for help from Finance Committee. Edit to minutes needed to change “Agenda” to “Minutes.”
- b. Finance Committee Meeting 8/30
 - i. The Finance Committee met to discuss financing options. Commercial loans are almost prohibitively expensive. Grants, USDA loan, millage, and fundraising options to be explored.

VIII. Unfinished Business

- a. Roof Proposals
 - i. Property Revolution
 - 1. The quote from Property Revolution was presented and discussed at the August board meeting. A letter from GAF to Property Revolution was provided to show Property Revolution’s participation in a Silver Pledge Limited Warranty Pilot.
 - ii. Green Built Roofing
 - 1. Green Built Roofing is in Wayland and has done about 345 jobs from the storm. Their website lists them as a Master Elite contractor with GAF. Mike Chachulski stated that they offer a System Plus warranty; the warranty is 50 years on the shingles, 40 years non-prorated, a lifetime installation warranty, and an annual inspection free of charge in the fall. Anything beyond about 7 sheets of plywood would be an additional charge for time and material. Bakovka to check if our insurance policy includes code upgrade. The provided quote is for GAF HDZ shingles and comes in under the insurance amount; it would be about \$1800 to upgrade to GAF UHDZ shingles, which remains within the amount insurance will pay. Mike stated they would be able to complete the project within a few weeks of going under contract. Kuhn inquired about getting the warranty details in writing; Bakovka stated she has all the warranty information in writing via email. Marsh and Powell had their roofs replaced by Green Built and were happy with the timeline, communication, and final product.
 - iii. Premier Roofing
 - 1. The quote from Premier Roofing was discussed. The shingles quoted are the GAF UHDZ shingles and the warranty period is 40 years for materials and 25 years for workmanship. Premier Roofing is a Master Elite contractor with GAF.
 - iv. Hiring Green Built Roofing to complete the work related to the April hailstorm, to include replacing the roof with GAF UHDZ

shingles motioned by Byville and seconded by Powell. Roll call vote. Seven yes, one absent; motion passed.

- a. Bville YES
- b. Mugrave YES
- c. Powell YES
- d. Fryling YES
- e. Marsh YES
- f. Augustin YES
- g. Kuhn YES
- h. Simmons ABSENT

IX. New Business

- a. Budget Amendment #3
 - i. There was an increase in revenue beyond what was budgeted, partially due to the insurance claim money, as well as an increase in state aid, copies and faxes, interest income. The proposed budget amendment allocates more money to payroll liabilities, equipment, materials, advertising and promotion, communications, building and liability insurance, memberships and staff development, programming, and capital outlay.
 - ii. Adoption of Budget Amendment #3 FY 2023 motioned by Musgrave and seconded by Augustin. All yes, motion passed.

X. Around the Table

- a. Byville is glad we came to a decision on the roof. Inquired about the parking lot; Bakovka says the City is working with their lawyer on wording for the bid proposal.
- b. Musgrave is super happy and impressed, thankful for Bakovka.
- c. Powell thought Bakovka did great work on the grant, very impressive.
- d. Fryling reminded the Building and Grounds Committee that they need to set the date for their next meeting.
- e. Bakovka reminded the group that Faith's going away party is at 6pm on Friday at Casa Real in Otsego and that Tori needs help at Touch a Truck.
- f. Marsh is very happy with the progress made tonight.
- g. Augustin is grateful for the roof, for Bakovka, and for all the good things happening.
- h. Kuhn shared that she will miss Faith but is grateful that Henika has been a place for her to grow. Asked Bakovka to let us know if there is anything we can do to help Jess.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:25 pm.