

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
April 12, 2022 at 6:30 pm

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

Members Absent: Maria Musgrave

Staff Present: Cierra Bakovka – Director

Guests:

- I. Call to Order: Meeting called to order at 6:32 pm by Augustin.
- II. Approval of Agenda motioned by Marsh and seconded by Kuhn. All yes, motion passed.
- III. Community Opportunity to Address the Board: The Friends of the Library box has been returned. The PO box key was not returned and is assumed to be lost. The post office changes the lock when a PO box changes customers.
- IV. Approval of March 2022 Regular Meeting Minutes motioned by Augustin and seconded by Lefevre. All yes, motion passed.
- V. Financial Reports for March 2022
 - a. Supplies are being purchased for summer reading. There is now a new interior return bin by the side door. The accounting expense includes the cost of the audit, which is approximately \$4500 each year. The work on the porch is planned to start mid to late June.
 - 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 Byville and seconded by Fryling. All yes, motion passed.
- VI. Director's Report
 - a. The official census data puts Henika District Library at 10th highest for population growth in the entire cooperative. Our population grew by about 12% (almost 1000 new residents). If the Yankee Springs ballot measure passes to add the residents of Yankee Springs Township who live in the Wayland Union School District, Henika will probably move up a library class size in the next year or two.

- b. Monthly Statistics were reviewed.
- c. The Youth Services report was reviewed. Becky is coordinating with local schools and other area libraries to coordinate events and library visits.
- d. The Adult Services report was reviewed. The seed library has been very popular. The seed holder is a card catalog, original to Henika District Library, that Faith refinished.
- e. The Circulation report was reviewed. Circulation continues to improve. Computer sessions and board game usage have increased.

VII. Unfinished Business

- a. Yankee Springs Amendment / Resolution 2022-2
 - i. The City of Wayland and Wayland Township boards passed the amendment unanimously. The Yankee Springs Township board is meeting on Thursday. If all board approvals are obtained, the plan is to go to ballot in August.
 - ii. Augustin motioned to adopt Resolution 2022-2, Resolution to Amend the Henika District Library Agreement. Seconded by Kuhn. Roll call vote. Motion approved.
 - 1. Kuhn YES
 - 2. Byville YES
 - 3. Fryling YES
 - 4. Lefevre YES
 - 5. Simmons YES
 - 6. Marsh YES
 - 7. Augustin YES
 - 8. Musgrave ABSENT
- b. Board Bylaws / Resolution 2022-3
 - i. Bakovka made the changes as recommended at the last meeting. The lawyer reviewed the document and suggested a change to Article VI Section 8. All reviewed the updates.
 - ii. Byville motioned to adopt Resolution 2022-3, Resolution to Approve Board Bylaws. Seconded by Lefevre. Roll call vote. Motion approved.
 - 1. Kuhn YES
 - 2. Byville YES
 - 3. Frying YES
 - 4. Lefevre YES
 - 5. Simmons YES
 - 6. Marsh YES
 - 7. Augustin YES
 - 8. Musgrave ABSENT

VIII. New Business

- a. 2021 Audit Report

- i. The audit report was reviewed. The auditors were impressed with the new accounting firm, noting there were less discrepancies than previous years. Minor adjustments provided to Bakovka from the auditors have been forwarded to the accounting firm.
- b. ACLA Training Day
 - i. The Allegan County Library Association offers a training opportunity for Allegan County libraries and staff approximately every three years. Training will include topics such as programming, circulation, customer services, and more. Bakovka has been asked to run a focus group on programming, and Henika is being used as an example on Special Collections. This is an inexpensive professional development opportunity (no cost aside from paying lunch for our staff) and would require the library to close for the day. All employees except Ashley would attend. Lefevre motioned to approve closing Henika District Library on October 10, 2022 to allow the staff to attend the ACLA training day. Seconded by Augustin. All yes, motion approved.

IX. Around the Table

- a. Byville sent her daughter and husband to Kitty Café on Saturday – daughter enjoyed it. Love all the programs!
- b. Fryling nothing to add.
- c. Lefevre is happy with how everything is going and having fun coming to the library. Planning Committee will meet Wednesday May 4 from 10-11:30. Excited to review the results of the survey that is finishing up on April 15. Love the idea of outdoor signage for the building. Bakovka looking into the digital signs; Marsh suggested a lockable one with the ability to change letters.
- d. Simmons nothing to add.
- e. Bakovka is getting a quote for another option for building insurance. Excited about Yankee Springs, summer reading, and spring activities. “An ocean of possibilities” is the summer reading theme. Rumors that hot spot funding might be extended for another year.
- f. Marsh is continually amazed at the competence of our director. Loves that we are getting things done!
- g. Kuhn is proud of what we have gotten done. Love the staff and the programs.
- h. Augustin is feeling good about what we have gotten done. The programs are great. Proud of Bakovka and of the board. Trying to learn more and implement what was learned at the recent training. Looking forward to summer reading and hoping to find people interested in FOTL. Building Committee to set a date to meet soon for a building walkthrough.

X. Adjournment of the meeting motioned by Augustin and seconded by Fryling. Meeting adjourned at 7:46 pm.