

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
August 9, 2022 at 6:30 pm

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

**Members Absent:** Danielle Simmons

**Staff Present:** Cierra Bakovka – Director

**Guests:** None

- I. Call to Order: Meeting called to order at 6:32 pm by Augustin.
- II. Approval of Agenda motioned by Lefevre and seconded by Fryling. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of July 2022 Regular Meeting Minutes motioned by Augustin and seconded by Fryling. All yes, motion passed.
- V. Financial Reports for July 2022
  - a. Credit Card Detail Report was reviewed. The Lyft charges were for transportation between venues for the ALA conference. The Statue.com charge is for replacements planters for the porch, which should arrive this week.
  - b. YTD Budget vs. Actuals was reviewed. More state aid came in than expected and another late tax payment came from the city, so there will probably need to be a budget amendment to account for income overages.
  - c. United Bank accounts were reviewed.
  - d. Approval of paid bills motioned by Musgrave and seconded by Lefevre. All yes, motion passed.
- VI. Director's Report
  - a. The new circulation assistant Maddie starts on Thursday and will be scheduled for 20-25 hours a week. Bethany's internship starts August 18, at which point her new schedule will be working one day a week plus every other Saturday. The new copy machine has been delayed until late November. Bakovka has spoken to the company about the option of getting a loaner machine with no lease fee, but would have to pay per

page printed. Bakovka recommends riding it out with current printer if we can. Musgrave recommended signage stating that a new printer is on order and warning of potential quality issues with the current printer. The porch is mostly done, with just a few things left such as reinstalling the benches. Pressure washing stained a spot on the carpet, so the company will try to clean the stained carpet square. The security cameras up and running. The Yankee Springs millage failed, but several residents have expressed appreciation for trying to pass the millage.

- b. Monthly Statistics were reviewed. The door stats are lower than last year, possibly due to the increase in outdoor programs and having one door closed during construction. There was a 2085% increase from last year for program attendance.
- c. The Youth Services report was reviewed. Becky has been putting on a lot of activities, and has many planned to start in September.
- d. The Adult Services report was reviewed. Faith is planning to join forces with Becky for a family take and make. There is a Dungeons and Dragons adult program being planned for September due to adults expressing interest after the teen Dungeons and Dragons program.
- e. The Circulation report was reviewed. There were 25 new patron accounts added in July. Stats are up from last year, with board games getting increasingly popular.

## VII. Committee Reports

- a. Finance Committee July 12, 2022
  - i. The committee went through budgets on a line-by-line basis and made edits as needed.
- b. Finance Committee July 28, 2022
  - i. The committee met again to review the updates to the budgets and decide on what to bring to the Board for approval at the August board meeting. The committee looked at adjusting pay scales and wages. If changes are made, it will be presented as a policy change to propose to the Board.

## VIII. Unfinished Business

- a. Resolution to Adopt Budget for FY 2023
  - i. Fryling motioned to adopt the budget for FY 2023. Seconded by Musgrave. Resolution to Adopt Budget read by Augustin. Roll call vote. All yes, motion passed.
    - 1. Musgrave YES
    - 2. Fryling YES
    - 3. Marsh YES
    - 4. Lefevre YES
    - 5. Byville YES
    - 6. Augustin YES

7. Kuhn YES
  8. Simmons ABSENT
- b. Resolution to Set Mill Levies for FY 2023
- i. Augustin motioned to set mill levies for FY 2023. Lefevre seconded. Resolution to Set Mill Levies read by Lefevre. Roll call vote. All yes, motion passed.
    1. Musgrave YES
    2. Fryling YES
    3. Marsh YES
    4. Lefevre YES
    5. Byville YES
    6. Augustin YES
    7. Kuhn YES
    8. Simmons ABSENT
- c. Copy, Fax, and Book Sale: Charge vs Donation
- i. Bakovka provided a six-month analysis of copy, fax, and book sale income from pre-pandemic vs. current. The printer and supplies are already paid through taxpayer funds, so Bakovka recommends continuing these services on a donation basis as long as it continues to cover costs. Bakovka to monitor quarterly once the new printer arrives. The book sale has been making more by donation than it did with set rates.

IX. New Business: No new business.

X. Around the Table

- a. Musgrave loves the energy and dedication to summer reading and appreciates the efforts with the millage.
- b. Fryling's family is doing the summer reading program, which they haven't done before.
- c. Marsh suggested recruiting the garden club in Wayland to redo the plantings in front and suggested that it would be good to have an overall plan of what we would like to see. Bakovka has a plan of certain plants she would like put in. Marsh suggested having a donation opportunity for specific plants to get community involved.
- d. Lefevre commended Bakovka on a great job with attempting the millage. Summer reading is awesome, will be at wrap-up party Saturday.
- e. Byville's kids have been involved in summer reading and are excited about the prizes. Question about why the Otsego library is not in the co-op – Bakovka believes they are part of a different co-op.
- f. Bakovka is thankful for the whole board for helping with the millage and the finance committee work. All super important work, we have accomplished so much. Bakovka got some great deals on a rolling white board and cork boards for behind Becky's desk from the outlet in Allendale.

- g. Augustin commended the group on the good work on the millage attempt.
  - h. Kuhn is proud of Cierra and all the work that went into the millage despite not getting the result we were hoping for. Excited to meet the new circulation assistant. Looking forward to summer wrap up party.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 7:57 pm.