

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
January 17, 2023 at 6:30 pm

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

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: Heather Wallace, Alexi Wallace, Aviv Karni

- I. Call to Order: Meeting called to order at 6:31 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 December 2022 Regular Meeting Minutes motioned by Marsh and seconded by Simmons. All yes, motion passed.
- V. Financial Reports for December 2022
 - a. Henika received a \$50,000 donation from a philanthropist in Grand Rapids via the donor's accountant. Bakovka sent a thank you card and some Henika-branded items as a token of our appreciation. The donor did not designate a specific use for the funds.
 - b. Credit Card Detail Report was reviewed.
 - c. YTD Budget vs. Actuals was reviewed. We came in about \$75,000 under budget for fiscal year 2022. The annual audit is scheduled for February 8.
 - d. United Bank accounts were reviewed.
 - e. Approval of paid bills motioned by Musgrave and seconded by Marsh. All yes, motion passed.
- VI. Director's Report
 - a. Bakovka shared that Sarah is doing great, fitting in well and learning the job responsibilities. A member of the community donated some vision assistance technology that is available for in-library use. Art Hop was a huge success, with over 1103 people entering the library over the course of 4 hours. The library was closed for a few days in December due to holidays and the snowstorm. Lakeland has just rolled out Patron Point, which replaces online library card applications and automatically

pinpoints addresses, determines eligibility, makes sure the applicant does not already have a card, and issues the card.

- b. Monthly Statistics were reviewed. There was a total of 6669 people through the doors in December. Thursday continues to be one of the most popular days, likely due to after school art being offered on Thursdays.
- c. The Youth Services report was reviewed. December programming included events such as after school art (135 attendees over 3 weeks), Lego club (20 attendees), sensory playtime (16 attendees), ornament-making (39 attendees), STEM club (12 attendees), and more. There were 25 new Reading Dragons signups in December. St. Therese students continued their biweekly visits, and Becky ran an international taste test at the high school with 37 attendees. Becky will be attending a summer reading workshop on January 27.
- d. The Adult Services report was reviewed. Forty of the 96 tiny art canvases were returned to be displayed during Art Hop. The gift wrapping party will likely be offered as a drop-in gift wrapping station in the future. Strokes of genius (14 attendees) and DIY wreaths (17 attendees over 2 sessions) were popular events in December. There were 45 adult winter reading signups in December. Unfortunately due to rising COVID cases, Faith was not able to visit Green Acres to offer any events last month.
- e. The Circulation report was reviewed. Circulation dropped in some areas, but still trending upwards overall. Holidays, snow days, and breaks likely contributed. There were 15 new library card signups in December.

VII. Committee Reports: no committee reports.

VIII. Unfinished Business: no unfinished business.

IX. New Business:

- a. 12/15 Incident
 - i. Harassing phone calls have ceased. The lawyer recommended having a social media policy outlining what is acceptable and what is not. Discussion ensued.
 - ii. Social Media Policy (Resolution 2023-1). Adoption of Resolution 2023-1 Social Media Policy as presented motioned by Musgrave and seconded by Augustin. A roll call vote was conducted. All yes, resolution adopted.
 - 1. Marsh YES
 - 2. Musgrave YES
 - 3. Simmons YES
 - 4. LeFevre YES
 - 5. Fryling YES
 - 6. Byville YES
 - 7. Augustin YES
 - 8. Kuhn YES

- b. Committees
 - i. Planning Committee
 - 1. Chair – LeFevre
 - 2. Member – Simmons
 - 3. Member – Fryling
 - ii. Building & Grounds Committee
 - 1. Chair – Byville
 - 2. Member – Marsh
 - 3. Member – Fryling
 - iii. Finance Committee
 - 1. Chair – Marsh
 - 2. Member – Musgrave
 - 3. Member – Kuhn
- c. Meeting Dates 2023
 - i. The 2023 regular Board of Trustees meetings will be held the second Tuesday of each month at 6:30pm.
 - 1. February meeting will be held February 21 at 6:30pm.

X. Around the Table

- a. Marsh is happy that the interruptions to our daily operations were dealt with smoothly.
- b. Musgrave nothing to add.
- c. Simmons nothing to add.
- d. LeFevre is proud of Bakovka and staff in dealing with the incident. Excited for the new year.
- e. Fryling seconded LeFevre’s sentiments – no one is prepared when something happens for the first time and it was handled beautifully.
- f. Bakovka is thankful and in awe of how amazing the staff handles everything thrown at them. Excited with all the work put in, excited for the new year and all the new adventures we will be going on.
- g. Byville agreed that the staff did a great job and expressed love the staff.
- h. Kuhn thought the staff did a great job during the incident. Loves the programming options during the week. Great job this last year, looking forward to what we do this year.
- i. Augustin shared that there has been a materials challenge; forming an ad hoc committee to review the material and follow through with the review process (timeline April/May).

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 7:52 pm.