Henika District Library

Meeting Minutes

Henika District Library

Board of Directors Meeting

January 14, 2020 at 6:00 pm

**Members Present:** Meghan Augustin (attending virtually from City of Wayland via Zoom), Amy Huyck (attending virtually from Shelbyville via Zoom), Jacqui Kuhn (attending virtually from City of Wayland via Zoom), Sara LeFevre (attending virtually from Wayland Township via Zoom), Gary Marsh (attending virtually from City of Wayland via Zoom), Maria Musgrave (attending virtually from City of Wayland via Zoom), Danielle Simmons (attending virtually from City of Wayland via Zoom)

**Members Absent:** Suzy Byville

**Staff Present:** Nicole Gray – Director (attending virtually from City of Wayland via Zoom)

**Guests:** None

1. Call to Order: Meeting called to order at 6:05 pm by Huyck.
2. Approval of Agenda motioned by LeFevre and seconded by Musgrave. All yes, motion passed.
3. Community Opportunity to Address the Board
   1. Friends of the Library Update: no update provided.
4. Approval of December 2020 Meeting Minutes motioned by Simmons and seconded by LeFevre. All yes, motion passed.
5. Financial Reports for December 2020
   1. The financial reports reflect the entire 2020 fiscal year. Income was $4,599.29 above the budgeted amount and expenses were $33,401.87 below the budgeted amount.
   2. The December 2020 expense report includes a -$294 line item for the e-rate refund for technology.
   3. Credit Card Detail Report was reviewed.
   4. YTD Budget vs. Actuals was reviewed.
   5. United Bank accounts were reviewed.
   6. Approval of paid bills motioned by Musgrave and seconded by Simmons. All yes, motion passed.
6. Director’s Report
   1. Open hours have been adjusted to completely curbside or completely open each day. The library is still open the same numbers of hours each week, now with dedicated curbside days and dedicated building open days to help serve patrons better. Many families were requesting curbside in the afternoons; this change gives them dedicated curbside days to avoid leaving someone alone in the building to accommodate curbside during building open hours. Feedback to this change has been positive so far.
   2. Stefanie is planning for maternity leave and preparing programs for March through May in order to reduce stress on other staff during her leave. Take and make kits have restarted, with good response so far.
   3. Rachel’s take and make kits are going well. The registration process for adult take and makes will be changing slightly to make registration more fair and accessible. The new version of book chat, an online book club, started this month.
   4. Circulation for 2020 did not recover to 2019 levels. It is hard to tell what effect reorganizing the picture books has had on circulation, but it has made it easier for staff to locate books when pulling for curbside pickup.
   5. Henika patrons now have access to Lakeland Library Cooperative app. Rachel made how-to videos, which are posted online. The app allows patrons to use it as digital library card and offers self-scanning to check materials out themselves.
   6. Weeded books are being sorted into bags by genre and offered to patrons. This will be an ongoing project for staff to work on when there is downtime from other responsibilities.
7. Old Business
   1. LeFevre asked about the status of painting of the front area. Kuhn still wants to coordinate efforts with other Board members to accomplish this task but has had other commitments and will reach out to the Board once potential dates are identified.
8. New Business
   1. The status of the director evaluation was discussed. Huyck has compiled review sheets from Board meetings and will meet with Gray in next one to two weeks to discuss results. Huyck stated the reviews contained overall high marks, as expected.
9. Around the Table
   1. Augustin likes the organization of the picture books by theme and is excited to download and start using the new app.
   2. Simmons shared feedback that the mystery book bags from the weeding project are great and is glad there are still building open hours.
   3. LeFevre is excited about the app. She is thankful for the curbside service option and recently made her first trip to the youth room since summer. Keep up the great work!
   4. Musgrave is excited about the new hours and loves the balance of the in person and curbside.
   5. Kuhn feels Gray and the staff are doing great work, and expressed appreciation for the focus on budget during these difficult times.
   6. Huyck praised Gray doing a great job and is glad the library is open. Love the book bundles with the old books.
   7. Marsh feels proud that the library has shown it is ready for any crisis – it has been a learning experience for staff, Board, and patrons.
   8. Gray thanked the Board for being here and for the support and consistency the Board brings.
10. Adjournment: Meeting adjourned at 6:36 pm by Huyck.