

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
November 14, 2023 at 6:30 pm

**Members Present:** Meghan Augustin, Tami Fryling, Jacqui Kuhn, Gary Marsh, Maria Musgrave, Danielle Simmons

**Members Absent:** Suzy Byville, Sarah Powell

**Staff Present:** Cierra Bakovka – Director

**Guests:** None

- I. Call to Order: Meeting called to order at 6:35 pm by Augustin.
- II. Approval of Agenda motioned by Marsh and seconded by Fryling. All yes, motion passed.
- III. Community Opportunity to Address the Board: no update provided.
- IV. Approval of October 2023 Regular Meeting Minutes motioned by Augustin and seconded by Marsh. All yes, motion passed.
- V. Financial Reports for October 2023
  - a. Monthly check register was reviewed. The payment to Lakeland was the last quarterly cooperative payment for this year. The payment to MLA is for the ThinkSpace Conference for new and emerging tech and trends. The payment to TKS was for security camera maintenance for a loose wire.
  - b. Credit Card Detail Report was reviewed. Musgrave inquired about tax free status for purchases made for the library; Bakovka states they do not have paperwork from the state to get tax free status from all vendors. The charge at the Wayland Hotel was for Faith's exit interview.
  - c. United Bank Accounts were reviewed. Bakovka states the accountant got the numbers fixed this month. There is a slight different due to more interest being added by the time Bakovka pulled the bank statement for the meeting compared to when the accountant had it.
  - d. Approval of paid bills motioned by Fryling and seconded by Musgrave. All yes, motion passed.
- VI. Director's Report
  - a. Bakovka shared that Jess will return to work on Friday, with no restrictions. She plans to work her regular hours after easing in for the

first two weeks. Tori is still working part time through at least December 1 due to doctor recommendations. Temporary employee Shannon will work through 20 November. Bakovka is working toward the Public Library Financial Management certificate program. Bakovka was contacted by Gun Lake Casino and Tribe; they would like to benefit local libraries with an upcoming book fair fundraiser. The Lakeland app is changing servicers, so there will be a lapse in app availability as the switch is made to the new app by BiblioCommons. Bakovka received a mini grant to go to PLA in April. Snow Fest plans are in full swing; the event will be December 2 from 5-9, and Henika will host a hot cocoa bar. The staff holiday party will be December 8. Henika recently received a Hometown Hero award, and a \$100 donation will be made to a charity of our choosing; Bakovka suggested Country Cat Lady and the Board agreed.

- b. Monthly Statistics were reviewed. Program attendance was down in November. There were less programs offered due to staffing, but the programs that were held were well attended. October had the highest door statistics of the year so far.
- c. The Youth Services report was reviewed. Tori is hoping to move after school art back to weekly in the new year. After school art was held twice in October and had 85 total attendees between both dates. Pokemon trainers had 25 attendees. Tori offered a Halloween STEAM program. Halloween get ready with us was a hit with 62 attendees. This Saturday Paleo Joe will be at the library at 11am to talk about dinosaurs and fossils.
- d. The Adult Services report was reviewed. October is the last month of programs that were planned by Faith; going forward programs will be planned by Abby. Speaker Cindy Semark had 7 attendees. Bakovka stated there will likely be more promotion for Tobin Buhk events in the future; he has been to Henika several times and is a great speaker. The Hocus Pocus event offered a movie, popcorn, and visiting with cats from Country Cat Lady.
- e. The Circulation report was reviewed. There were 31 new patron card signups in October. Total circulation is up over 10,000 compared to last year.

## VII. Committee Reports

- a. Building and Grounds Committee Meeting 10/23
  - i. Fryling gave an overview of the meeting minutes. The parking lot decision is close to being final. The grant response has been delayed to December. The committee updated the needs/wants list and has begun looking at square footage needs. The committee is proposing a survey for what the community wants from the library.

## VIII. Unfinished Business

a. Phone System

- i. Bakovka got more information and another quote for replacing the phone system. The Board reviewed multiple options, including an on-premises system and a few VOIP systems. On premises systems are more expensive up front and lack additional features offered by VOIP systems. Most libraries use off-premises VOIP systems.
- ii. Classic Office Systems VOIP offers a lower initial cost compared to on-premises systems, but requires a monthly service cost. The current phone cost through Spectrum is \$89.97 per month; removing taxes and fax for VOIP would be approximately \$112 per month. This company offers on-site training as part of the setup. Classic Office Systems also provided a quote that includes a cordless phone, but Bakovka is not interested in that option due to reduced features for the cordless phone. The board discussed switching the fax to the new VOIP provider rather than remain through Spectrum (approximately \$30 per month) since it is roughly the same monthly cost.
- iii. A quote from BSB was reviewed. This quote is for the same system, with a slightly different phone model. This option is for approximately \$100 a month, but the quote did not include fax.
- iv. A quote from Managed Unified Communications was reviewed. This option is the most expensive and there is no customer service number on their website.
- v. Approval of spending up to \$1800 for one-time cost for purchase and installation of VOIP phone system, with monthly services as specified by the director, motioned by Musgrave and seconded by Augustin. A roll call vote was held. Six yes, two absent; motion passed.
  1. Musgrave YES
  2. Simmons YES
  3. Fryling YES
  4. Marsh YES
  5. Augustin YES
  6. Kuhn YES
  7. Byville ABSENT
  8. Powell ABSENT

IX. New Business

a. Auditor

- i. The cost of last year's audit was \$4300. There were mistakes made and the incorrect copy submitted to the state. Both quotes Bakovka received were higher – Vredevelde \$6900 for 2023 and Gabridge \$7290. Discussion ensued.

- ii. Switching from the current auditing firm to Gabridge & Co. motioned by Simmons and seconded by Marsh. A roll call vote was held. Five yes, one no, two absent; motion passed.
  - 1. Musgrave NO
  - 2. Simmons YES
  - 3. Fryling YES
  - 4. Marsh YES
  - 5. Augustin YES
  - 6. Kuhn YES
  - 7. Byville ABSENT
  - 8. Powell ABSENT
- b. Building and Grounds Committee Recommendation
  - i. The consulting firm wants a budget and the loan process wants a plan. The historic building has a lot of community commitment and attachment. The committee believes staying at the current site is the best plan of action; this does not exclude building separately vs. expanding upon the existing expansion. The committee would like the Board to consider narrowing down the plan to stay at this site to pursue as the main option. Considering future development at present location as the primary choice for expansion motioned by Marsh and seconded by Augustin. All yes, motion passed.
  - ii. The committee has been narrowing down the needs and wants list and has brought the current draft to the board for input. Recommended moving staff breakroom from wants to needs.
- c. Staff Holiday Bonus
  - i. Last year it was \$150 per staff member (\$50 for the brand new staff member). The holiday bonus comes out of employee benefits. The board agreed to a \$250 gift card for each employee for their holiday gift. Marsh to obtain gift cards in the amount of \$250 each from the bank for seven employees.
- d. Director Evals
  - i. Augustin requested that board members include comments on director evaluations. Evaluations due back by close on Friday December 1.

## X. Around the Table

- a. Augustin reminded the group that the next meeting is December 12, director evaluations are due by December 1, the Finance Committee needs to set a new date after the meeting, and the Building Committee is meeting tomorrow. Great job everyone, can't wait for Jess to come back.
- b. Bakovka is excited to have Jess back, excited for Snow Fest, proud of the committee work, and proud of the work staff putting in. Bakovka is hoping for a smooth close to the fiscal year. Appreciates the board's patience for the long meeting tonight.

- c. Marsh contacted the City garage about storing the picnic tables over the winter, no response yet so will reach out again. Interviewing banks for mortgage loans for new building construction; almost there for satisfying USDA requirements for grant.
  - d. Fryling reminded the group that the Building Committee will be meeting tomorrow at 3:30.
  - e. Simmons had nothing to add.
  - f. Musgrave likes receiving multiple bids to consider.
  - g. Kuhn had nothing to add.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:59 pm.