

July 2019 Meeting Minutes

Henika District Library
Board of Directors Meeting
July 11, 2019 @ 6:00 p.m.

- XI. Call to Order: 6:00 pm by President Teresa Fulk
 - Members Present: Teresa Fulk, Amy Huyck, Gary Marsh, Maria Musgrave, Danielle Simmons, Joshua Wright
 - Members Absent: Ann McInerney
 - Staff Present: Nicole Gray
 - Guests: Toni-Marie Olson, Melanie Suk

- XII. Approval of Agenda motion by Marsh, second by Huyck

- XIII. Community Opportunity to Address the Board
 - A. Friends of the Library Update
 - Friends will be volunteering for the second week of Movies on Main Street, 8/8/19. They will be selling superhero masks and snap bracelets

- XIV. Approval of June 2019 Meeting Minutes motion by Wright, second by Huyck

- XV. Financial Reports
 - A. Quickbooks June 2019 Report
 - Discussed expenses for grant received from Library of Michigan. Items had to be purchased upfront, with costs being reimbursed at the end of the summer.
 - B. Approval of Paid Bills motion by Musgrave, second by Simmons
 - C. Credit Card Detail Report
 - D. YTD Budget vs Actual

- XVI. Director's Report
 - Erate funding has started.
 - B. Monthly Statistics
 - June circulation and program attendance is up from last year.
 - C. Youth Report
 - Stefanie Reed attended ALA and included notes from sessions.
 - Over 600 reading logs have been passed out for summer reading!
 - D. Circulation Report
 - About 118 adult reading logs have been passed out!
 - Rachel Koehne continues to be involved with Main Street and Chamber events

- XVII. Old Business

- XVIII. New Business
 - A. Board of Directors Officer Elections tabled until next meeting.

- B. Proposed 2020 Budget discussed.
- C. Policy Manual Updates
 - Overdue Fines and Bills Policy and Reimbursement for Lost and Paid Materials Policy updated to increase time reimbursement may be given from 30 days to six months to align with Lakeland Library Cooperative standards.
 - Approval of policy updates motion by Musgrave, second by Marsh.

XIX. Around the table

- Suk – come out to the Friends of the Library book sale starting July 17th!
- Gray – thank you to the board for your support, Fulk will be missed, make sure to stop by the book sale!
- Musgrave – feels positive about being on the board.
- Marsh – doesn't want to lose momentum.
- Simmons – planning to leave the board due to move.
- Olson – enjoyed the meeting.
- Huyck – thank you to Suk and Gray.
- Fulk – had a great experience on the board, "Wayland is big enough to matter, small enough to care."

XX. Adjournment at 6:41 pm by Fulk