

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
August 8, 2023 at 6:30 pm

**Members Present:** Meghan Augustin, Suzy Byville, Tami Fryling, Jacqui Kuhn, Gary Marsh, Maris Musgrave, Sarah Powell, Danielle Simmons

**Members Absent:** None

**Staff Present:** Cierra Bakovka – Director

**Guests:** Bruce Dempsey, Brianne Pitchford (Triangle Construction), Mike Myers (Triangle Construction), Josiah Badger (Property Revolution)

- I. Call to Order: Meeting called to order at 6:30 pm by Augustin.
- II. Approval of Agenda motioned by Marsh and seconded by Byville. All yes, motion passed.
- III. Community Opportunity to Address the Board: Bruce Dempsey shared comments on the roofing proposal. Dempsey suggested trying to get as much warranty as possible and encouraged the board to go with a certified vendor to get GAF's Golden Pledge Warranty. Dempsey also recommended getting more proposals to compare warranty options and consider looking into GAF UHDZ, which are a slightly better shingle.
- IV. Approval of Meeting Minutes
  - a. Approval of July 2023 Regular Meeting Minutes motioned by Byville and seconded by Augustin. All yes, motion passed.
  - b. Approval of July 2023 Special Meeting Minutes motioned by Augustin and seconded by Byville. All yes, motion passed.
- V. Financial Reports for July 2023
  - a. Credit Card Detail Report was reviewed. Charges related to ALA were Way.com for parking and Hampton Inn for lodging. The Book Depot charge was for purchasing more books for summer reading finisher prizes.
  - b. YTD Budget vs. Actuals was reviewed. There will likely be a budget amendment presented within the next few months.
  - c. United Bank Accounts were reviewed.
  - d. Approval of paid bills motioned by Byville and seconded by Fryling. All yes, motion passed.

## VI. Director's Report

- a. Bakovka shared that all the staff is now fully certified in First Aid/CPR for adults, infants, and pediatric. The staff meeting after the training went well and the staff is looking forward to future staff meetings.
- b. Monthly Statistics were reviewed. The most popular day in July was Monday. There were 390 program attendees in July; this is lower than last July because Main Street Celebration was in July last year. Summer Reading is still going strong; signups are a little less than last year, but the finisher rate is much higher.
- c. The Youth Services report was reviewed. Tie-Dye day was covered by Sarah and had 40 people participate. Sarah and Tori had 10 attendees for teen popsockets. The photo scavenger hunt only had 2 attendees. Captain Joel's Magic Show was great and had 46 attendees. Spash-a-palooza had 40 attendees. Tori will be bringing back most of the programs Becky did last school year. QR codes are being provided to the local schools for signing up for library cards; Bakovka has heard back from the principals at most schools and will reach out to the high school and St. Therese again.
- d. The Adult Services report was reviewed. Window hangs and woven coasters were popular craft events. The author talk only had a few attendees but was fantastic. Bingo brunch had family participation. Faith is adding Brain Workouts kits that are geared toward patrons with memory or dexterity issues.
- e. The Circulation report was reviewed. July had the most checkouts in one month compared to monthly checkouts from the past 5 years. There were 19 new patron accounts added in July. Most categories are continuing to trend upwards aside from DVDs and physical audiobooks.

## VII. Committee Reports

- a. Finance Committee Meeting 7/24
  - i. The Finance Committee met to discuss the draft budget for F/Y 2024 and recommended the draft budget to be presented to the board at the August meeting.

## VIII. Unfinished Business

## IX. New Business

- a. F/Y 2024 Budget
  - i. The draft budget for 2024 budgets for a slight income increase, accounts for employee raises, reflects the increased cost of employee benefits, and increases the Communications line item due to the grant for hot spots no longer being available. Hot spots cost about \$250 per month for 10 hot spots, which are highly

utilized. Fryling inquired about the reduction in the supplies budget. Bakovka explained that we are on track to spend less than budgeted this year despite already recording expenses that are not expected annually, such as the bulk ordering of new library cards. Augustin noted the Finance Council discussed the reduction of the Memberships and Training budgeted amount and that the amount can be reconsidered throughout the year.

- ii. Adoption of Resolution 2023-4 motioned by Musgrave and seconded by Kuhn. Resolution 2023-4 read aloud by Musgrave. A roll call vote was conducted. All yes, motion passed.
  1. Byville YES
  2. Simmons YES
  3. Powell YES
  4. Musgrave YES
  5. Fryling YES
  6. Marsh YES
  7. Augustin YES
  8. Kuhn YES
- b. Triangle Proposal – Construction Management
  - i. Brianne and Mike presented the proposal from Triangle Construction, which offers a phased approach. The Building and Grounds Committee has spent months determining how to make a potential growth of library space happen and has determined that we are at the point where we need guidance and help in planning, so we are seeking construction management services. Triangle Construction would partner with an architect for the design but can start with broad ideas to get an idea of cost before even bringing an architect on board. Awarding the project of construction management service to Triangle motioned by Augustin and seconded by Powell. A roll call vote was conducted. Seven yes, zero no, one absent, motion passed.
    1. Simmons YES
    2. Powell YES
    3. Musgrave YES
    4. Fryling YES
    5. Marsh YES
    6. Augustin YES
    7. Kuhn YES
    8. Byville absent at time of vote
- c. Property Revolution Proposal – Insurance Claim for Roof
  - i. Bakovka filed a claim with the insurance company for the hail damage from the April storm. We have a \$500 deductible and have already been sent the initial check. Property Revolution put together a proposal for us to review and Josiah Badger presented the proposal. The proposal involves replacing the roof and the gutters and window wraps that were damaged. GAF HDZ shingles

were recommended, but there is also an upgraded shingle called UHDZ that can be used at no additional cost. Property Revolution offers a one-year workmanship warranty, and the roof would also be covered by the GAF Silver Pledge warranty, which gives a 10 year workmanship warranty. With the presented proposal, Henika would not need to pay the \$500 deductible because the \$1200 fascia metal would not be done. Discussion ensued. The board agreed to table the proposal to collect more information and quotes.

X. Around the Table

- a. Simmons will not be at the September meeting.
- b. Powell thought it was a good meeting, appreciated the vendors coming in to share their proposals.
- c. Musgrave is grateful for the work of the Building Committee.
- d. Fryling reminded the Building Committee the next meeting is next Tuesday at 1pm.
- e. Bakovka had a fantastic time in Vegas; if they get on the show she may have to go back again. Super excited we are taking concrete steps forward.
- f. Marsh apologized for a poor choice of words during the meeting and clarified that he meant to point out that the installation crews are generally the same and that the difference is more so between the companies themselves including warranty. Marsh converted all of the outstanding CDs to the higher interest rates, even higher than discussed.
- g. Augustin would like the board members to bring their calendars to the next meeting to discuss potential adjustments of meetings for the remainder of the year if necessary. Good work everyone, making lots of progress.
- h. Kuhn had nothing to add.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:56 pm.