

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
March 8, 2022 at 6:30 pm

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

Members Absent: Maria Musgrave

Staff Present: Cierra Bakovka – Director

Guests: Carol Dawe, Community Member Amanda

- I. Call to Order: Meeting called to order at 6:31 pm by Augustin.
- II. Approval of Agenda motioned by Marsh and seconded by Kuhn. All yes, motion passed.
- III. Community Opportunity to Address the Board: Lefevre shared information about a newer group called Women of Wayland, a local group of women doing meet ups and a book club. Community member Amanda is new to the area and wants to learn more about Friends of the Library. Lefevre has not heard back from Kyle about returning the Friends of the Library materials. Augustin noted that the Friends of the Library bank account has been closed; the remaining funds have been donated to the library and put into savings.
- IV. Board Development with Carol Dawe
 - a. Dawe presented an example of newly minted bylaws that have been legally reviewed. These are a good starting point for our bylaws, so Dawe went through key points for us to consider as we create our bylaws. Any changes would need to go back for another legal review before they can be voted on and enacted. Suggestions for changes included the frequency of bylaw review, the timing of terms, adding the specification that resignations must be submitted in writing, officer term limits, and clarifying the method of the Treasurer's control of expenditures from the library fund.
 - b. Dawe recommended having a copy of Robert's Rules of Order available at every meeting, as well as the creation of a meeting code of ethics/rules of the road to define expectations. Examples of items to include: everybody shows up, everybody is prepared, no side conversations, no interrupting, and treat people the way you want to be treated.
- V. Approval of February 2022 Regular Meeting Minutes motioned by Lefevre and seconded by Augustin. All yes, motion passed.

VI. Financial Reports for February 2022

- a. The Township and City contribution checks have accounted for about half of our projected income from those sources already this year. The library received a \$2,000 donation from a community member, which is included in the Memorial Donations line item. Marsh asked about the process for donations that are earmarked and why some require board approval. The bank requires that Bakovka present proof of board approval for the creation of a CD. Contractual Services includes fees for the work the lawyer has done in drawing up the Yankee Springs amendment, snow plow and shoveling, and some minor plumbing and electrical issues. The \$120.39 under Miscellaneous represents a late fee in relation to quarterly taxes, which should get refunded; if it does not get refunded it will go under Payroll Liabilities.
- b. Credit Card Detail Report was reviewed.
- c. YTD Budget vs. Actuals was reviewed.
- d. United Bank accounts were reviewed.
- e. Approval of paid bills motioned by Marsh and seconded by Fryling. All yes, motion passed.

VII. Director's Report

- a. Despite the ten-day renovation closure and February being a short month, we still averaged 161 people per day. There were less programs offered, but still had more program participants than this time last year. Renovations were stressful but Bakovka is very happy with the outcome. New chairs have been purchased for the chess table, and the Ellison machine has been moved to the reading room and is already getting more use in its new location.
- b. Monthly Statistics were reviewed.
- c. The Youth Services report was reviewed. Program offerings were impacted by a few snow days and a late start due to snow followed by a power outage. STEM club remains popular. Becky will be attending literacy night at Pine Street on March 30 and plans to offer an activity promoting summer reading at that event.
- d. The Adult Services report was reviewed. Date night bundles were very popular, with 24 people participating. Adult take and make kits are still popular as well. This month Faith is starting senior story time at Green Acres. There is an upcoming virtual event called Decoding the Mysteries of Cats.
- e. The Circulation report was reviewed. Circulation statistics continue to show an upward trend, especially with the special collection items. The hot spots are almost always checked out.

VIII. Old Business

- a. Yankee Springs Update / Finalize Amendment: The amendment is almost done, with only a few things needing to be finalized. Bakovka shared that Musgrave indicated her willingness to step down from a City board position, and Byville is willing to step down from a Township board position in order to accommodate the two Yankee Springs board positions that will be added if the amendment is adopted. Both Musgrave and Byville would continue through December 31, 2022 if it passes. Bakovka plans to send the City and Township board meeting dates to the board once she knows which meetings will have the amendment on the agenda. The deadline is April 26 for all approvals to be done.

IX. New Business

- a. Planning Committee Report: The Planning Committee met on February 16 with Dawe in attendance to assist. They formulated a mission statement and written description of the committee, as well as created a survey to get an idea of what our community wants. The survey can be distributed to patrons via Survey Monkey, QR code, and paper copies. The survey will run for a month, at which point the Planning Committee will meet again to evaluate and adjust as needed. A chance at a giveaway will be offered to incentivize survey completion, with the prize containing Henika “swag” plus a \$25 gift card of choice for either Hardings, Amazon, or gas.
- b. Board Bylaws: The board reviewed the draft bylaws and suggested changes based on Dawe’s recommendations and subsequent discussion. Bakovka to make the agreed upon changes and the board will plan to vote on the bylaws at the next meeting.

X. Around the Table

- a. Fryling asked about engaging with Julia Henika’s descendants. Bakovka stated that they mailed a letter in 1999 for the centennial celebration, but all her descendants live out of state now. Fyling suggested reaching out again to let her descendants know about the “grand reopening” at Wayland Celebration. Fryling also asked if we can get a clearer picture of Julia Henika, but Bakovka states there is not a better copy available. Simmons suggested new matting around her portrait to better match the new paint colors.
- b. Lefevre thinks the library looks amazing. Great job Cierra!
- c. Marsh commended Cierra for being an amazing organizer with all the renovation work – the finished product looks great!
- d. Simmons thinks the renovations look great.
- e. Bakovka is still very tired and recovering from the stress from the renovations. Thankful to the staff for putting in extra hours and recruiting additional help, as well as to the board members who were able to assist.

There is still a lot to do and she is still planning a lot of things to come. Bakovka is happy with the renovations and especially happy with the new employee break room.

- f. Kuhn loves the renovations and the new location for the Ellision machine. Kuhn noted that she is thankful for the staff's dedication to continuously look for ways to make things even better. Kuhn commended Becky for the addition of a crafting activity to the Pokemon club.
 - g. Augustin expressed thanks to the staff for all their hard work – the renovations were a lot of work and there were bumps in the road, but we got through it. Thankful to all who helped – we got it done! Glad Carol came and glad we're getting on the same page as a board.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:47 pm.