

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
November 15, 2022 at 6:30 pm

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

Members Absent: Suzy Byville

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:33 pm by Augustin.
- II. Approval of Agenda motioned by Marsh and seconded by Lefevre. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of October 2022 Regular Meeting Minutes motioned by Fryling and seconded by Simmons. All yes, motion passed.
- V. Financial Reports for October 2022
 - a. Credit Card Detail Report was reviewed. The School Outfitters purchases were for the curved shelf in the youth area and the outdoor hold lockers. The \$250 charge from the Grand Rapids Children’s Museum is the renewal fee for the membership pass that is available for patrons to check out.
 - b. YTD Budget vs. Actuals was reviewed. There will likely be a budget amendment brought to next month’s meeting due to a \$35 stop payment fee resulting from a payment check getting lost in the mail.
 - c. United Bank accounts were reviewed. United Bank recently launched special savings accounts with better interest rates. Marsh to reach out to Robin at United Bank to discuss.
 - d. Approval of paid bills motioned by Musgrave and seconded by Marsh. All yes, motion passed.
- VI. Director’s Report
 - a. Madi has put in her two-week notice. The job posting has been listed, with 17 applications so far. Art Hop will be difficult being down a person, but Bakovka has secured a volunteer to assist with the hot chocolate bar. The tiny art gallery will be displayed downstairs, and Henika may be

getting a video game designer to showcase his new video game. Bakovka purchased a Yodeck, which allows staff to update the TV announcements from the computer.

- b. Monthly Statistics were reviewed. October was busy month, with foot traffic of 6,789 people and 695 program attendees.
- c. The Youth Services report was reviewed. Storytime and after school art continue to have high attendance. School visits were a focus in October, with two area schools visiting the library regularly and Becky visiting classes at Baker Elementary and Steeby Elementary. Becky recently attended the YALSA conference in DC, which had a strong focus on how to involve teen patrons.
- d. The Adult Services report was reviewed. The Cold Case Michigan presentation was a hit, so Faith has booked Tobin T. Buhk for a Lonely Hearts Killers presentation in February. Saturday events continue to have no-shows, so Faith will be changing Saturday events to drop-in/no registration required. A few programs were canceled in October due to illness; however, program attendance was still up from September.
- e. The Circulation report was reviewed. Circulation is still on the rise, and 50 patron accounts were added in October. Circulation is up almost across the board, except for DVDs. Audio books, eBooks, and eAudio have all increased in circulation.

VII. Committee Reports

- a. Finance Committee 11/2
 - i. Bakovka provided an overview of the meeting minutes from the November 2 Finance Committee meeting. The Finance Committee plans to make recommendations on the Salary and Raise Policy and holiday bonuses. The committee plans to have another meeting to review related policies.
- b. Planning Committee 11/15
 - i. Lefevre shared that the Planning Committee met to finalize the draft of the three-year plan to begin January 1, 2023. The committee plans to bring the plan to the board at the December meeting.

VIII. Unfinished Business: no unfinished business.

IX. New Business:

- a. Laverne Johnson Book Fund
 - i. The Laverne Johnson Book Fund CD recently matured. As approved in the FY 2023 budget, \$10,000 from the Laverne Johnson Book Fund will be used for the purchase of materials in 2023.
- b. Salary and Wages Policy

- i. The Finance Committee reviewed the salaries/wage ranges of each position and brought recommended changes to the Salary and Raise Policy. The committee recommends renaming the Circulation Clerk to Circulation Supervisor to better reflect additional job duties required of this position. Bakovka presented the proposed amendment to the Salary and Wages Policy to the board; the policy has been streamlined, giving more room to make decisions on wages and bonuses, as well as updating the salary/wage ranges to make more sense with new minimum wage and in comparison to other libraries our size with similar benefits and hours. When employees reach the top of the range for their position, they would be eligible for a bonus in lieu of a raise.
 1. Adoption of the amended Salary and Raise Policy as presented motioned by Musgrave and seconded by Augustin. All yes, motion approved.
- c. Holiday Bonus
 - i. The Finance Committee recommended giving a \$150 gift card to each staff member as a holiday bonus. With Bakovka in the hiring process for a new circulation assistant, the Board discussed whether the new hire would be eligible for the bonus if starting prior to Christmas. The board plans to further discuss amending the Personnel Policy in the future to outline eligibility for bonuses.
 1. Approval of \$150 gift cards for each of the six employees and a \$50 gift card for the new hire if starting before Christmas motioned by Augustin and seconded by Musgrave. A counted show of hands vote was conducted: there were six in the affirmative, zero in the negative, and one abstention. Motion passed.

X. Around the Table

- a. Simmons is excited that Tobin Buhk is coming back to do another presentation in February.
- b. Musgrave is thankful for the staff and noted that they are exceeding expectations.
- c. Marsh has been pleased with Faith's adult programming.
- d. Lefevre is enjoying leisurely mornings in the library without kids and is excited about the strategic plan.
- e. Fryling is excited for the new printer. Fryling inquired about the status of the AED grant. Bakovka has submitted the grant request and expects to hear back in January; if grant funds are not obtained, will consider purchasing with library funds.
- f. Augustin reminded the group that the director performance evaluations are due by December 2. If there are thoughts or suggestions for improvements to the form, please put on the last page of the evaluation or

attach another sheet. Will compile evaluations and discuss at the December board meeting.

- g. Bakovka is sad and angry about Patmos Library being defunded by voters. Excited for Art Hop; over 600 people visited the library during Art Hop last year.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:01 pm.