

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
February 21, 2023 at 6:30 pm

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

Members Absent: None

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 Musgrave and seconded by LeFevre. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of January 2023 Regular Meeting Minutes motioned by Marsh and seconded by Fryling. All yes, motion passed.
- V. Financial Reports for January 2023
 - a. Credit Card Detail Report was reviewed. The \$120 charge from Wix is for the yearly renewal of the website. Most of the other charges were for programming expenses.
 - b. YTD Budget vs. Actuals was reviewed.
 - c. United Bank accounts were reviewed.
 - d. Approval of paid bills motioned by Marsh and seconded by Augustin. All yes, motion passed.
- VI. Director's Report
 - a. The rest of the mobile shelving arrived for the youth department. The annual audit happened on February 8; still waiting for full report. Staff is beginning to plan for summer reading, which will be a theme of "all together now" (60s/70s/hippie theme). Bakovka has not yet heard back from the Allegan Community Foundation in regards to the AED grant. Bakovka has also applied for a grant through the American Hospital Foundation in case the other one does not work out. Bakovka and Faith are registered for the ALA conference in Chicago. Sarah will be due for her 90-day evaluation in early March.

- b. Monthly Statistics were reviewed. The door count was up about 1500 from last January. There were 541 total program attendees, up almost 300 from last January.
- c. The Youth Services report was reviewed. Behavior has been an issue at after school art; Becky has tried a social contract and will try eliminating snacks. A suggestion was made to partner with Wayland Union Schools, potentially offering NHS volunteer hours for teens interested in helping during the busy after school art days. A Community in Action playgroup was offered, will try again in the future. Becky is supplying sock bear kits to students at the high school. STEM kits are now available to be checked out.
- d. The Adult Services report was reviewed. Cat Café continues to be incredibly popular. A series of informal Spanish lessons was offered by a Spanish-speaking library patron; may investigate trying again with a different time offering. Faith is back to offering programs at Green Acres and was interviewed for a spotlight on their Facebook page. Spice club will be held next month, featuring turmeric. Henika has been awarded a Library of Michigan mini grant for acting as a stop on the 2023 Notable Books Author Tour; date not set yet.
- e. The Circulation report was reviewed. Special collection circulation has doubled since 2019 and games are circulating four times more than 2019. Twenty new library cards were added last month. Adult print, tween, juvenile print, games, and special collection circulation are all up.

VII. Committee Reports

- a. Building and Grounds Committee 2/6
 - i. Made a draft wants vs. needs list. Will plan to meet again soon.

VIII. Unfinished Business: no unfinished business.

IX. New Business

- a. Budget Amendment #1
 - i. The amendment will fix a mathematical error, combine Copies and Faxes line items into one line item, and make small adjustments to various line-item amounts.
 - ii. Adoption of Budget Amendment #1 as presented motioned by Augustin and seconded by Musgrave. A roll call vote was conducted. All yes, motion passed.
 - 1. Simmons YES
 - 2. Marsh YES
 - 3. Musgrave YES
 - 4. LeFevre YES
 - 5. Byville YES
 - 6. Fryling YES
 - 7. Augustin YES

8. Kuhn YES

- b. Jay's Metal Art Proposal: The artist who made the read/learn/explore art piece out front wants to add additional words to it. He has also offered to permanently loan the art piece previously displayed at McDuff's to display on the outside of the building. Tabled until more information is available.

X. Around the Table

- a. Simmons thought the Lonely Hearts Killers presentation was really good.
- b. Marsh is anxious to have another finance committee meeting, need information from building and grounds committee to make progress on finances.
- c. Musgrave is impressed with the number of kids coming for after school art; while happy it is being utilized, it should not be a care system. Opening our eyes that there is a need for after school activities in the community, also a need for space.
- d. LeFevre loves the new STEM boxes, thinks the youth area looks great, and loves the staff being involved in the community. Was hoping to come to the Spanish lessons; Bakovka working with Faith to determine whether to revamp and offer again. Planning committee to meet before April board meeting. Planning to connect with Aviv to see if he is interested in heading FOTL.
- e. Bakovka shared that there are plans for a library advocacy day at the state capitol in April to talk about library issues (book challenges, funding, etc) and expressed interest in participating.
- f. Byville had nothing to add. Building committee to plan next meeting.
- g. Fryling shared that her granddaughter went to a Griffin's game with her father using the summer reading prize tickets; Griffins won, so they get to go to another game for free!
- h. Augustin is enjoying the new furniture and loves how it can be moved for different activities. Really hoping the situation with Pine Street kids can be figured out; feels bad that it is falling onto Henika's shoulders. Will plan next building committee meeting.
- i. Kuhn praised the staff and hopes there is a solution found for helping the staff manage the behavior of unsupervised children in the library.

XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 7:57 pm.