

Henika District Library  
Meeting Minutes

Henika District Library  
Board of Trustees Meeting  
September 13, 2022 at 6:30 pm

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

**Members Absent:** Suzy Byville, Sara Lefevre

**Staff Present:** Cierra Bakovka – Director

**Guests:** None

- I. Call to Order: Meeting called to order at 6:30 pm by Augustin.
- II. Approval of Agenda motioned by Simmons and seconded by Marsh. All yes, motion passed.
- III. Community Opportunity to Address the Board: No update provided.
- IV. Approval of August 2022 Regular Meeting Minutes with spelling correction to Maria Musgrave's name motioned by Fryling and seconded by Augustin. All yes, motion passed.
- V. Financial Reports for August 2022
  - a. Credit Card Detail Report was reviewed. The accidental purchase on Bakovka's card was immediately repaid by Bakovka. The flights were purchased for Becky to attend the YALSA conference in Baltimore.
  - b. YTD Budget vs. Actuals was reviewed. The negative amount in Book Sales is a mistake from a minor error when an employee was learning the deposit process; the mistake has been fixed and should reflect correctly by the next report. All renovations payments have been made, coming in about \$49,000 under budget. The portico has been fixed, the drainage line has been buried, and a replacement piece of glass is on order to fix the cracked glass by the front door.
  - c. United Bank accounts were reviewed.
  - d. Approval of paid bills motioned by Kuhn and seconded by Fryling. All yes, motion passed.
- VI. Director's Report
  - a. Bakovka read a card that was received from a patron, praising staff for doing such an awesome job and the library for being a great resource and help for our community. A hammock and PS4 were added to the special

collection. The library will be closed for staff to attend training on October 10. We received a Library of Michigan mini grant for Bakovka to attend an online conference next week. September is library card signup month, and there are bingo sheets with library-related activities patrons can do to be entered to win a gift card. Twenty-six new patron library cards were opened in August.

- b. Monthly Statistics were reviewed. Door counts are still a little low, but program involvement remains high and trending upwards. There were over 400 program attendees in August. Staff have been giving out a lot of our free COVID tests, and another 300 test kits were received from Library of Michigan. Summer reading had 625 participants.
- c. The Youth Services report was reviewed. Mermaid Molly was a standout event for the youth. Shark day had 35 participants and Becky set up activities and three science experiments related to sharks. The summer reading wrap-up party had 55 participants despite the rain. Preschool storytime has started back up and had 31 attendees. After school art had 28 participants the first day back for this school year. Becky is working hard at building the school/library connection and is hoping to be at each elementary school every month. Great Start Collaborative donated five new baby and parent bundles. The make your own boba tea event is coming up for the teens. Becky has started a school year reading program called Reading Dragons, which has been a huge hit with the kids so far.
- d. The Adult Services report was reviewed. Faith had to cancel the coloring session because of the power outage. The go fish tournament family event did well. Faith is starting a bring your own book club.
- e. The Circulation report was reviewed. The Nintendo Switch and Switch games have been very popular. Circulation statistics are still trending upward; many have surpassed pre-COVID levels, such as teen print, games, ebooks, and audio books.

## VII. Committee Reports

- a. Planning Committee 9/7
  - i. The committee is working on the implementation timeline for the strategic plan, which will be brought to the board once ready. The committee anticipates needing one to two more meetings to finalize the timeline before presenting to the board.

## VIII. Unfinished Business

- a. Meeting Dates: The board agreed to the following meeting dates for the remainder of 2022, with plans to reassess meeting dates for 2023 at the December board meeting.
  - i. Thursday October 20 at 6:30 pm
  - ii. Tuesday November 15 at 6:30 pm
  - iii. Tuesday December 13 at 6:30 pm

IX. New Business:

- a. Budget Amendment #3 F/Y 2022
  - i. We received \$7270 in additional income from eRate, State Aid, book sale, donations, and interest income.
  - ii. Bakovka proposes adding \$2,000 to payroll liabilities, \$2,000 to furnishings, \$700 to materials, \$370 for tech support, \$1500 for public utilities, \$200 to membership and training, and \$500 to programming.
  - iii. Approval of Budget Amendment #3 F/Y 2022 motioned by Musgrave and seconded by Augustin. All yes, motion approved.
- b. Unattended Children and Vulnerable Adults Policy
  - i. Bakovka's research led her to two well-written policies in Michigan that have both been vetted by our attorney. The policy proposes a minimum of age 7 to be out of sight of a parent or guardian, age 10 to be in the library without a parent or guardian, and age 12 to escort a younger sibling to the library without a parent or guardian, with authority for Bakovka to make exceptions to the policy on case-by-case basis.
  - ii. Approval of Unattended Children and Vulnerable Adults policy with the addition of "bodily injury" to the purpose motioned by Musgrave and seconded by Simmons. A roll call vote was conducted, motion approved.
    - 1. Musgrave YES
    - 2. Fryling YES
    - 3. Marsh YES
    - 4. Simmons YES
    - 5. Augustin YES
    - 6. Kuhn YES
    - 7. Byville ABSENT
    - 8. Lefevre ABSENT

X. Around the Table

- a. Musgrave suggested that a generator would be great to have so the library can be a hub for people without internet access, air conditioning, heat, etc. during power outages.
- b. Bakovka invited the board to attend the open house on Saturday from 10am-2pm. There will be snacks, drinks, activities, and photos of Henika throughout the years.
- c. Fryling will be out of town for next month's meeting.
- d. Marsh attended an online seminar this afternoon that focused heavily on policies and procedures; setting policies for as many contingencies as possible will help mitigate complaints because people know what to expect.

- e. Simmons shared that her daughter is really excited about the Reading Dragons program and has been enjoying the after school art program.
  - f. Augustin connected Becky with Nikki Barnes, Media Specialist for Baker and Steeby. Excited to see what Becky learns at the youth conference, especially for the teens.
  - g. Kuhn is thankful to all the staff for their dedication and willingness to go the extra mile, such as Becky taking the time to show her kids the shark experiment when they arrived late for shark day.
- XI. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:04 pm.