

Henika District Library
Meeting Minutes

Henika District Library
Board of Trustees Meeting
January 11, 2022 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 6:35 pm by Augustin.
- II. Approval of Agenda motioned by LeFevre and seconded by Marsh. All yes, motion passed.
- III. Community Opportunity to Address the Board: no updates provided.
- IV. Approval of December 2021 Regular Meeting Minutes motioned by Augustin and seconded by Simmons. All yes, motion passed.
- V. Financial Reports for December 2021
 - a. There was approximately \$64,000 in surplus funds at end of FY 2021. The auditor will start in February to finalize numbers for FY 2021.
 - 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 Kuhn and seconded by Fryling. All yes, motion passed.
- VI. Director's Report
 - a. Monthly Statistics were reviewed. December averaged about 170 people per day, with Thursdays being the busiest days. December had the highest numbers for programming in 2021, with a total of 658 people attending the various programs offered.
 - b. The Youth Services report was reviewed. Storytime continues to be popular, with 32 people in attendance for 3 storytimes in December. Storytime moves from Fridays to Thursdays starting this month in order to better accommodate some local preschool schedules. After school art continues to be very popular and resumes this week. 95 people participated finding in Penny the Penguin throughout December; this was

an easy and fun activity that generated a good response. The first Pokemon night had 26 people in attendance; this will become a monthly event. Bakovka has swapped Becky and Faith's days off so that Becky will work on Mondays; this allows Becky to be available during days Wayland Union Schools has off, which primarily fall on Mondays.

- c. The Adult Services report was reviewed. Take and makes continue to be popular. Faith is starting a new Mocktails and Murder book club later this month.
- d. The Circulation report was reviewed. Circulation numbers were mixed for December, with overall numbers remaining similar to December 2020. The special collection remains very popular, especially the hot spots. Bakovka is looking into getting another gaming console with some of the materials budget. Overall 2021 circulation increased by 4000 over 2020.

VII. Old Business

- a. Yankee Springs
 - i. Bakovka and Augustin attended a Zoom meeting regarding the integration of Yankee Springs Township on Friday. After further clarification from our lawyer, Bakovka noted that it is the boards of the City of Wayland and Wayland Township that need to approve bringing Yankee Springs Township under the district library agreement, not the people of the City of Wayland and Wayland Township. The only population that needs to vote on their ballot is Yankee Springs Township. Musgrave inquired about whether there is a cap per residence, considering some of the households in the Yankee Springs area have significantly higher taxable values. At the last meeting it was noted that the average household contribution would be approximately \$100 per year. Bakovka plans to attend the Yankee Springs Township meeting on Thursday to assist in fully explaining the process to their Board. The lawyer is working on drafting the amendment this week. If all goes as planned, the goal is to present the agreement to the City of Wayland and Wayland Township board meetings in March and put the millage on the Yankee Springs Township ballot in August. LeFevre noted that there seemed to be a lot of interest from Yankee Springs Township residents and that she would like to see if we can get them engaged and involved in Friends of the Library.

VIII. New Business

- a. Budget Amendment #3 FY 2021
 - i. The accountant firm noted that there was a discrepancy between the trial balance from the auditor and the amount showing in Quickbooks. The discrepancy caused a \$97 variance in Contractual

Services, so the proposed amendment moves \$100 from Office Supplies to Contractual Services to cover this variance.

- ii. LeFevre motioned to approve Budget Amendment #3 FY 2021 as presented. Augustin seconded. All yes, motion approved.
- b. Savings
 - i. The general savings and building fund savings accounts have gone into dormancy due to no transactions in a 24-month period, resulting in a \$5 per month charge for both accounts. Bakovka recommends moving \$30,000 to the building fund savings account and \$30,000 to the general savings account.
 - ii. Musgrave motioned to transfer \$30,000 from the checking account into the building fund savings account and \$30,000 from the checking account into the general savings account due to the FY 2021 surplus of \$64,000. Byville seconded. All yes, motion approved.
- c. Budget Amendment #1 FY 2022
 - i. It was proposed to move \$20,000 out of employee benefits and \$3,000 out of payroll liabilities, leaving enough for the year plus some cushion. This \$23,000 would be spread through the rest of the budget to cover expenses such as snow removal, the increase in monthly cleaning fees, staff raises, and increasing the budget for membership and training for staff.
 - ii. Kuhn motioned to approve Budget Amendment #1 FY 2022 as presented. Seconded by Musgrave. All yes, motion passed.
- d. Committees
 - i. Finance Committee:
 - 1. Chair: Marsh
 - 2. Member: Musgrave
 - 3. Member: Kuhn
 - ii. Planning Committee:
 - 1. Chair: LeFevre
 - 2. Member: Simmons
 - 3. Member: Fryling
 - iii. Building and Grounds Committee:
 - 1. Chair: Byville
 - 2. Member: Kuhn
 - 3. Member: Fryling
- e. Raise and Wage Policy
 - i. Bakovka compiled wage data from all Class 3 libraries in the state that provided data and had comparable hours for full time and part time employees. Only directors that are full time with benefits were included in the data. The range for Bethany's position is a little higher than average, but she does perform additional duties that justify a higher pay range. The range for the director position is lower than average in comparison. A proposal was presented to revise the wage ranges to match up with average. The proposed

revision also streamlines the raise portion of the policy, keeping the one-time bonus amounts the same but raising the maximum raise percentage from 3% to 5%.

- ii. Augustin motioned to approve the Salary and Raise Policy revision as presented. Kuhn seconded. All yes, motion approved.

IX. Around the Table

- a. LeFevre thinks everyone is doing a great job, loved the engagement with winter break reading, and is excited for new painting and carpet. Talked to Nissa with Balloon Fest (planned for September 9-10 this year) about participating again; would like to have a different location with more of a presence and possibly incorporating storytime on the big stage, as well as a book sale. Asked for an update on the AED. Bakovka inadvertently wrote down wrong date for the grant and missed the deadline, so she is looking into other options.
- b. Bakovka thanked the Board and expressed excitement for the upcoming renovations. The library will be closed starting February 18 and will reopen by February 28 (will reopen earlier if possible). Bakovka got approval from the City to keep the storage pod in the parking lot. Staff have already started to slowly take things off the walls and box them up in preparation. Would appreciate volunteers February 18-19 to help pack. Also reaching out to high schooler in NHS to help move boxes.
- c. Byville stated she is confused about fines; understands that there are no fines for our materials, but unclear on fines for materials borrowed from another library. Bakovka stated it is up to each individual library, so fines policies may vary widely; for instance, Allendale is fine-free on print materials but not on DVDs. Byville is excited about the renovations.
- d. Fryling had nothing to add.
- e. Simmons is looking forward to after school art starting back up and is excited for the new murder mystery book club.
- f. Marsh shared that he spoke with Shirley Bursma, who has aided in successfully passing over 130 millages; she thinks we will be successful in getting the proposal passed and would be willing to help if needed.
- g. Kuhn is loving all the programs and seeing a wide range of ages being reached through the programs. Excited about the renovations and the committee work. Looking forward to hearing from Carol and getting additional board training.
- h. Augustin is excited about the renovations. Will look for common areas/themes from the board member evaluations to bring to Carol to see areas we need help in. Carol will be at our February meeting to go over at least some of it; it will likely be a longer meeting due to the inclusion of board training. Depending on the needs we can split into two meetings if necessary.

- X. Adjournment of the meeting motioned by Augustin and seconded by Byville.
Meeting adjourned at 7:50 pm.