

Meeting Minutes

Henika District Library

Board of Trustees Meeting

June 10, 2025 at 6:30 p.m.

Members Present: Meghan Augustin, Rachel Brinks, Jacqui Kuhn, Gary Marsh, Pam Meyer, Maria Musgrave, Danielle Simmons, Deb Vander Slik

Members Absent:

Staff Present: Cierra Bakovka – Director

Guests: Carol Dawe (of Lakeland Library Cooperative)

- I. Call to Order: Meeting called to order at 6:31 p.m. by Augustin.
- II. Approval of Agenda motioned by Kuhn and seconded by Brinks. All yes, motion carried.
- III. Community Opportunity to Address the Board: No community apart from presenter, Carol Dawe.
- IV. Approval of May 2025 meeting minutes motioned by Augustin and seconded by Musgrave. All yes, motion carried.
- V. Board Development with Carol Dawe (Director of Lakeland Library Cooperative)
 - A. Dawe gave a presentation about Board Roles and Responsibilities.
- VI. Financial Reports for May 2025
 - A. Book Sale Change Withdrawal - Kuhn motioned to allow \$200 in change from the checking account to be withdrawn by Bakovka for the book sale and Summer Fest. Augustin seconded. All yes, motion passed.
 - B. Monthly check register was reviewed. We have paid for the restriping of the parking lot, but the service has not been performed yet. The City of Wayland contacted us about an error they made in our last payment received. After the adjustment, we needed to pay back \$87.44 to them. Annual elevator lift test was paid for, though the service has not yet been performed.
 - C. Credit card detail report was reviewed. Calendly charge is for our scheduling software for appointments, etc. Intermedia charge is for our phone. Vistaprint

charge is for Summer Reading supplies. Tori's charge for hotel was leftover from April.

- D. YTD vs Actual was reviewed.
- E. United Bank accounts were reviewed.
- F. Approval of paid bills motioned by Marsh and seconded by Brinks. All yes, motion carried.

VII. Director's Report for May 2025

We received a \$5000 donation for the expansion project from a couple. We sent a thank you letter and some Henika swag. Our air conditioning and furnace units have been installed. Bakovka has reached out to the City of Wayland, whose secretary is on extended medical leave; the City has asked that the Board handle the applications for a new board member and give a recommendation to the City. The applications are open until June 30th and the Board will review them at the July meeting. Director and staff are busy preparing for Summer Fest.

- A. Monthly Statistics were reviewed. Traffic stats were 7209 for May. There have been a lot of "in and outs" by children.
- B. The Youth Services report was reviewed. Event attendance was good. Tori visited schools and spoke with 615 kids.
- C. The Adult Services report was reviewed. Jerry Berg came back to present Battlefield Tactics of the Revolutionary War. A bit of a slow month overall.
- D. The Circulation report was reviewed. 19 new patron accounts added in May! 1 through Patron Point; Bakovka will check if this person was in the City or Township and potentially not use the category of Patron Point going forward. Seed library was slower, but still being utilized.

VIII. Committee Reports:

- A. Planning Committee (6/4/25): The committee meeting minutes from June were reviewed.

IX. Unfinished Business:

- A. Architect RFP Update:
 - 1. Triangle Alternate LOE

Bakovka has gone back and forth with the USDA regarding our loan application. We need to review our options and make a decision about contractors and the architect RFP in order to move forward with the USDA application.

The finance committee has explored other avenues for funding, and private loans are very expensive. Finding a grant for the full \$4 million we need would also be very difficult.

In the next 2-4 years, the solar farm in the area should be up and running, and at that point, we will be the recipient of taxes from the farm.

Our current options appear to be as follows:

- 1.) We can hire Triangle as an Owner's Representative and continue with the USDA loan application.
- 2.) We can fire Triangle completely, publish a new RFP for an architect and continue with the USDA loan application.
- 3.) We can terminate our application with the USDA and pursue alternate routes for funding.

Though the Board likes the idea of retaining Triangle, we need more information and details before making anything official. It is already too late for us to have everything we need to meet the September deadline for the USDA.

Bakovka will take questions to Triangle to get clarification on some issues.

Kuhn motioned to table the discussion and voting until we schedule a special meeting for June 17, 2025 at 1:30 p.m. for the Board to vote on this issue, once we have more information.

Musgrave seconded. All yes, motion carried.

B. Copier:

We have received conflicting information from Applied Innovation about whether or not we will own our copier outright after the lease is up. This clause is not explicit in our lease agreement, though the emails exchanged between Nick Vander Horst of Applied Imaging (now Applied Innovation) and according to the meeting minutes from June 14, 2022, the Board was under the impression that we would own the copier after 60 months. Bakovka will pursue this further with Applied Innovation, since our evidence of communication from them is worded in such a way as to imply that we paid a particular amount specifically so that we could own the machine after 60 months.

X. New Business:

- A. CPR/AED Certification Renewal: Staff certificates are up for recertification. Bakovka would like the staff to do the class portion online and take the skills test in-person on Monday, July 28th, which will require that the library close during this time. This training will be in place of the regular staff meeting. Musgrave motioned to approve the recertifications and temporary library closure. Augustin seconded. All yes, motion carried.

XI. Around the table:

- A. Cierra Bakovka - Thanked everyone for making the meeting effective. Special thanks to Maria Musgrave for her 16 years of service on the library board. Presented Maria with a cake and plaque.

- B. Jacqui Kuhn - Had brought up concerns about the mobile version of the website - thanks to Bakovka for addressing it right away and making some improvements. Thanks to Maria for her service.
- C. Rachel Brinks - Thanks to Maria for her service to the library.
- D. Deb Vander Slik - Thanks to Maria for her work on the board.
- E. Danielle Simmons - Thanks to Maria for all her years on the board. It's been a pleasure serving together.
- F. Maria Musgrave - Will miss everyone! Thanks for the cake and plaque.
- G. Pam Meyer - Maria has been a great example of presenting things in a balanced way and being willing to bring up different perspectives.
- H. Gary Marsh - Appreciates Maria's service and especially her good memory.
- I. Megan Augustin - Thanks to Maria for all she's done.

XII. Adjournment of the meeting motioned by Augustin and seconded by Kuhn. Meeting adjourned at 8:59 p.m.