

## Meeting Minutes

Henika District Library

Board of Trustees Meeting

August 12, 2025 at 6:30 p.m.

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

Members Absent: None

Staff Present: Cierra Bakovka – Director

Guests: None

- I. Call to Order: Meeting called to order at 6:30 p.m. by Augustin.
- II. Approval of Agenda motioned by Simmons and seconded by Augustin. All yes, motion carried.
- III. Community Opportunity to Address the Board: None present.
- IV. Approval of July 2025 meeting minutes motioned by Engles and seconded by Augustin. All yes, motion carried.
- V. Financial Reports for July 2025:
  - a. Simmons motioned to approve the paid bills. Augustin seconded.
  - b. Monthly check register was reviewed. We have paid A-1 Asphalt to fill potholes, and service should be performed before the end of August. Ambrose Electric has installed our new lights, but one has come loose. They will be coming tomorrow to fix it. DeWeerd needed to adjust our new AC unit. Natalie Budnick will be doing two programs for us and was paid in advance.
  - c. Credit card detail report was reviewed. We finished paying for the dunk tank rental for Summer Fest. Southwest has reimbursed us for the flights (for ALA) that were mixed up and provided Cierra and Abby with free flights to use in the next year.
  - d. YTD Budget vs Actual was reviewed. There was originally one minor error in the statement, which has already been corrected.
  - e. United Bank accounts were reviewed.
  - f. All yes, motion to approve paid bills carried.

## VI. Director's Report for July 2025:

Next year's Summer Reading Program is already in the planning stages. The theme will be dinosaurs. The staff has completed their CPR training. Bakovka is interviewing for the part-time circulation assistant position to replace Jess.

- a. Monthly Statistics were reviewed. Program attendance remained steady. Fewer people participated in the Summer Reading Program than last year, but more hours were read overall. The teen participation was up this year.
- b. The Youth Services report was reviewed. The cotton candy making event was the most popular with 110 attendees! The other events also did well.
- c. The Adult Services report was reviewed. Bingo Brunch had 131 attendees throughout the month. The painting event was also popular with 28 attendees. Jake helped with this event.
- d. The Circulation report was reviewed. Circulation stats are still down a little bit. Bakovka will ask around at the Lakeland Library Co-op meeting this week if this trend has also occurred in other libraries.

## VII. Committee Reports:

- a. Finance Committee (July 25)
  1. Simmons summarized the meeting for the board. The committee believes the board should pursue a bond campaign and forgo the USDA loan application. Committee reviewed the budget amendment for 2025
- b. Planning Committee (August 4)
  1. Bakovka summarized the meeting for the board. The committee drafted an RFP for a professional fundraiser and brainstormed new fundraising ideas. We received returned direct mail even though we used the county assessor address information.
- c. Building & Grounds Committee (August 11)
  1. Bakovka summarised the meeting for the board. The committee completed the annual facilities audit and discussed the windows to be purchased with the facade grant; will be bringing the recommendation to the board later in this meeting.

## VIII. Unfinished Business:

- a. Façade Grant
  1. Bakovka and Augustin updated the board on more details of the window options that the B&G Committee reviewed. Brief discussion ensued.  
  
Augustin motioned to use ML Windows LLC for purchasing windows, according to the quote they provided, and purchasing 8 Provia Aeris Deluxe windows to replace six windows in the original building, as well as the two windows in the reading room facing the street. Kuhn seconded. Roll call vote conducted: Kuhn - yes, Vander Slik - yes, Meyer - yes,

Simmons - yes, Engles - yes, Marsh - yes, Augustin - yes, Brinks - yes.  
Motion carried.

b. Professional Fundraiser RFP

1. The board reviewed the sample RFP for a professional fundraiser that the planning committee drafted. Brinks motioned to release the RFP as presented, on September 2nd. Kuhn seconded. All yes, motion carried.

c. Bond vs USDA

1. Bakovka summarized our previous dealings with USDA and her communication with other libraries who have had experience with the USDA loans and/or bond campaigns. The finance committee recommends that we forgo the USDA loan application and pivot to a bond campaign. This would allow us to use Triangle as our construction manager, and could potentially be faster than the USDA loan route, which has been a long and frustrating process. Triangle also has experience in running bond campaigns.

Augustin motioned to withdraw our USDA loan application and pursue a bond as the major funding source for our expansion project. Roll call vote conducted: Kuhn - yes, Vander Slik - yes, Meyer - yes, Simmons - yes, Engles - yes, Marsh - yes, Augustin - yes, Brinks - yes. Motion carried.  
Bakovka will contact Triangle to update them on our plans.

IX. New Business:

a. 2026 Budget

1. The board reviewed the 2026 budget drafted by the finance committee. Simmons read the Resolution To Adopt Budget (Resolution 2025-3) aloud, motioning to adopt the budget as presented. Seconded by Augustin. All yes, motion carried.

b. 2025 Budget Amendment #3

1. The board reviewed the 2025 Budget Amendment #3. Kuhn motioned to adopt the F/Y 2025 Budget Amendment #3 with the following change: Capital outlay to be \$4200 instead of \$4250, so the total outlay will be \$520,722.00. Augustin seconded. All yes, motion carried.

X. Around the table:

- a. Kuhn - Welcome to Elizabeth!
- b. Vander Slik - nothing to add
- c. Meyer - Would like to commend all the committees' hard work and research so that the board meeting would go smoothly.
- d. Simmons - Won a prize at Summer Reading! Welcome to Elizabeth. Enjoyed all the Summer Reading activities. Thought the presenter who did the World's Fair presentation spoke very quickly.
- e. Engles - Thanks for the welcome.

- f. Marsh - Visited the Fennville Library recently and they had a sort of co-op between the library, city, and school for their bonds, wherein they shared the expenses. Had a puzzle fundraiser, with three different puzzles whose pieces were bought at a variety of price points. Mentioned the possibility of corporate sponsorship, as well.
- g. Bakovka - Welcome to Elizabeth! Complimented the board on getting through the meeting quickly. Please wish the best to Jess.
- h. Augustin - Welcome to Elizabeth! Great job, committees. Good job on Summer Reading to the staff.
- i. Brinks - Welcome to Elizabeth!

XI. Adjournment of the meeting motioned by Augustin and seconded by Brinks. Meeting adjourned at 8:12 p.m.