

## Meeting Minutes

Henika District Library

Board of Trustees Meeting

May 12 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 6:31 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: No community present.
- IV. Approval of April 2026 regular meeting minutes motioned by Augustin and seconded by Kuhn. All yes, motion carried.
- V. Financial Reports for April 2026
  - A. Monthly check register, Credit card detail report, YTD vs Actual, and United Bank accounts were reviewed. There were no major mistakes in our accounting reports this month!  
  
Approval of paid bills motioned by Marsh and seconded by Brinks. All yes to motion to approve paid bills, motion carried.
- VI. Director's Report for April 2026
  - A. General Updates: The new website is live! Advocacy Day in Lansing went well, and Bakovka was able to meet with both Schmidt and Albert. The next staff meeting will be May 28th, with a topic TBD. The audit has been completed and will be reviewed at the June regular meeting. The CD ending in -079 was renewed at a rate of 3.5903%. Our parking lot pothole has been fixed. April was our busiest month so far this year.
  - B. Monthly Statistics and Youth Services, Adult Services, and Circulation reports were reviewed. A crochet class was held for adults and was very popular with 17

attendees. The teen VR program allowed Tori to get more experience with the VR system, which will be used as part of a summer reading program activity.

- C. Kennari Report - Katherine Mata has stepped down as the committee co-chair, but Lillian DeKoning has stepped into the role. There will be a meeting May 18th at 10 a.m. at City Hall; it would be great if a few board members could attend to show their support.

## VII. Committee Reports

- A. 4/27 Building and Grounds - Marsh summarized the meeting minutes.

## VIII. Unfinished Business

- A. Director Evaluation Edits - Augustin made a few changes to the evaluation according to our discussion last meeting. Augustin motioned to adopt this evaluation as presented to use going forward. Kuhn seconded. All yes, motion carried.

## IX. New Business

- A. Architect RFP - Simmons motioned to approve the RFP as presented, Marsh seconded. All yes, motion carried.
- B. Summer fest
  - 1. Book Sale change - Bakovka will need change to use for the book sale, in addition to what is regularly in the till. Kuhn motioned to allow Bakovka to take out \$150 in change from the bank for this purpose. Augustin seconded. All yes, motion carried.
  - 2. SRP Preview - Bakovka reviewed the plans for Summer Reading!
- C. Officer Nominations
  - 1. Every officer term is up, but some people are only on their first term or have been serving an interim term. The new elected terms will be for July 2026 - June 2028.
  - 2. Marsh nominated Brinks to serve a first term as Secretary. Kuhn seconded. Brinks accepted the nomination.
  - 3. Augustin nominated Simmons to serve her second consecutive term as Treasurer. Kuhn seconded. Simmons accepted the nomination.
  - 4. Simmons nominated Kuhn to serve a second term as Vice President. Brinks seconded. Kuhn accepted the nomination. Augustin nominated herself for Vice President. Brinks seconded. Augustin accepted the nomination.
  - 5. Kuhn nominated Augustin to serve a third term as President. Augustin accepted the nomination. Augustin nominated Meyer to serve a first term as President. Brinks seconded. Meyer accepted the nomination. Meyer nominated Kuhn as President. Augustin seconded. Kuhn accepted the nomination.
  - 6. Kuhn motioned to approve the slate as read by Bakovka. Simmons seconded. All yes, motion carried.

- X. Around the table:
- A. Brinks - Excited for summer reading!
  - B. Kuhn - Also super excited for summer reading. Wants to know if a person helps at SummerFest, can they have a free shirt? Bakovka will check the budget.
  - C. Simmons - Happy that her child is reading again.
  - D. Meyer - Let Bakovka know that she is knocking it out of the park with SRP.
  - E. Engels - Is enjoying visiting other libraries.
  - F. Vander Slik - Nothing to add.
  - G. Marsh - People are still building new homes in our district, and he believes that the library is a great attraction for people.
  - H. Bakovka - Super excited for summer reading! June will be a very busy month. Happy to have a very talented staff.
  - I. Augustin - Also super excited for summer reading! Thanks to Bakovka for all her work with the fundraising campaign.

- XI. Adjournment of the meeting motioned by Augustin and seconded by Brinks. Meeting adjourned at 7:43 p.m.