

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING

May 15, 2024

- I. Call the Meeting to Order
- II. Approval of the Agenda
- III. Approval of the Minutes
- IV. Public Comment
- V. Bills
- VI. Financial Reports
 - A. Balance Sheet
 - B. Profit & Loss Report
- VII. Librarian's Report
- VIII. President's Report
- IX. Committees
 - A. Finance Committee – met on May 14, unofficial minutes to be distributed at the meeting
 - B. Personnel Committee – unofficial minutes attached
- X. Old Business
 - A. Board member email accounts
- XI. New Business
 - A. Staffing Plan
 - B. Director's Performance Review
- XII. Guest: Friends of the Library representative
- XIII. Next Meeting and Annual Budget Hearing: June 19, 2024 at 7:00 pm
- XIV. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BOARD MEETING
April 17, 2024
Unofficial Minutes

- I. Meeting Called to order at 7:00pm by Chairman David Blatt. The following were present: Library Director (ex officio) Ingrid Boyer, Susan Blose representing the Friends of the Library, Trustees: David Blatt, Larry Blose, Demetrhea Terrien, Frank Aiello, and Sara Nelson.
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the March 2024 meeting (See Appendix) were passed by unanimous consent.
- IV. No public comment
- V. Library bills were presented by Director Boyer (See Appendix). Larry Blose presented a motion to pay the bills, Demerhea Terrien seconded the motion. The motion was passed with 5 members voting yes and 0 members voting no.
- VI. Financial Report
 - A. Balance sheet was presented by Director Boyer (see Appendix).
 - B. Profit and Loss Statement was presented by Director Boyer (see Appendix).
- VII. The Librarian's Report was presented by Director Boyer (See Appendix). Director Boyer explained that some new trees will be added to the grounds, along with a memorial plaque for Steve Oakley. (\$26,000)
The digitization of the Commercial Record will cost \$44,000. A grant for this project was pursued, but newspapers are not eligible. The Commercial Record is the single most important history record in the area, dating back to the 1860s, so the project will go ahead. Digitization will take a long time, so it will be done incrementally (through CMU). This digitization means the issues will be searchable. Frank Aiello is involved with the History Center and he explained that the issues that are currently available online are essentially just high quality photos and there is no way to search them.
- VIII. President's Report
 - No report
- IX. Trustee Report
 - Demetrhea Terrien gave a summary of a webinar about library millages. Library usage doesn't always translate to votes for a millage and visa versa. If a millage does not pass in August, it can be put back on the ballot in November. In this case, the language may change, but

not necessarily. Informational material can be sent out by the library, but it cannot direct patrons on how to vote. A Yes Committee can say 'vote yes', but it must be separate from the library.

X. Committees

A. Finance Committee – The budget hearing is in June and the budget proposal needs to be posted on the website 10 days before the hearing. David Blatt, Larry Blose, and Director Boyer will schedule a meeting to prepare the budget proposal.

B. Personnel Committee – David Blatt presented a motion to appoint Sara Nelson and David Blatt members of the Personnel Committee, Demetrhea Terrien seconded the motion. The motion was passed with 5 members voting yes and 0 members voting no. David Blatt, Sara Nelson, and Director Boyer will schedule a meeting to address the following issues: staffing plan, health insurance benefits, directors review, and Director job description.

XI. Old Business

A. Public Comment Policy (see Appendix) was discussed. (Second reading). Larry Blose presented a motion to approve the policy, Sara Nelson seconded the motion. The motion was passed with 5 members voting yes and 0 members voting no.

B. Board member email accounts – Director Boyer will be sending the new emails to board members soon and will give a brief tutorial for accessing shared documents through those accounts at the next meeting.

C. Fund Balance allocation

- *Based on last meeting's discussion, the Finance Committee is recommending retaining an unassigned operating fund balance equal to 6 month's expenses. The remainder of the current unassigned fund balance would be allocated to a newly created assigned fund balance for capital improvement. According to the Library of Michigan's Public Library Financial Management Guide, these allocations should be determine and approved as part of the annual budget process. Our budget hearing is scheduled for June 19, 2024. This action of the board is delayed until that time.*

XII. New Business

A. Notary Public Policy – (First reading). Demetrhea Terrien presented a motion to adopt the policy, Frank Aiello seconded the motion. The motion was passed with 5 members voting yes and 0 members voting no.

B. Architectural planning proposal from Harley Ellis Devereaux – 2D diagrams, footprints of what the options are will be provided. (Not to exceed \$19,200.) Sara Nelson presented a motion to approve the proposal, Larry Blose seconded the motion. The motion was passed with 5 members voting yes and 0 members voting no.

XIII. Guest: Friends of the Library representative – Susan Blose

- The Lee Murdock concert is this Sunday, the Friends helped sponsor this event.
- Monthly meetings are held about 9 months out of year. The Friends raise approximately \$10,000-\$14,000 a year. This money goes towards Director Boyer's wishlist (materials, programming costs, etc.) The FOL Bookstore accepts books that are in good condition and relatively new (within the last 10 years). The Fall Fundraising Dinner and the Silent Auction happen annually. There was some discussion about putting the Silent Auction online, but a third-party would take a portion of the proceeds. The Friends are always looking into new ideas for fundraising.
- Ginny Cooper and Susan Blose went to a statewide FOL meeting in Lansing. The Friends could offer support if banned books became an issue at the Library. The Friends are different from the Library Board because the Friends are a 501c3 and registered with LARA. The Friends are looking at the current bylaws.
- The annual meeting and Ice Cream Social will be at the Library on June 9 at 2:00pm.
- There are currently 124 members. Renewal notices are being sent out soon.
- The Friends pay for a lot of adult programming and summer programming for kids. It's exciting to see new year round residents enjoy programs at the Library.
- The Friends pay for the New York Times subscription and recently added the Wallstreet Journal per patron request.
- Char Stewart has started a FOL eNewsletter.

XIV. Next Meeting: May 15, 2024 at 7:00 pm

XV. Adjournment by unanimous consent at 7:54 PM.

10:52 PM
05/13/24
Accrual Basis

Saugatuck-Douglas District Library
Expenses by Vendor Detail
April 15 through May 13, 2024

Type	Date	Memo	Account	Amount
All Surface Building Services LLC				
Check	04/16/2024	Monthly cleaning service, Invoice #2196	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
Amazon.com				
Check	04/17/2024	March 2024 invoices	729 · Custodial Supplies	-66.99
Check	04/17/2024	March 2024 invoices	727 · Office Supplies	-16.35
Check	04/17/2024	March 2024 invoices	959.210 · DVDs	-226.18
Check	04/17/2024	March 2024 invoices	959.110 · Print Books	-58.78
Check	04/17/2024	March 2024 invoices	730 · Youth Services Supplies	-145.04
Check	04/17/2024	March 2024 invoices	959.110 · Print Books	-37.96
Check	04/17/2024	March 2024 invoices	728 · Collection Expenses	-69.92
Total Amazon.com				-621.22
Blue Star Storage				
Check	04/16/2024	May rent	930 · Building Maintenance	-60.00
Total Blue Star Storage				-60.00
Boyer, Ingrid				
Check	04/29/2024	Mileage and reimbursement for supplies	961 · Travel/Conference	-58.29
Check	04/29/2024	Mileage and reimbursement for supplies	961 · Travel/Conference	-238.52
Check	04/29/2024	Mileage and reimbursement for supplies	961 · Travel/Conference	-47.16
Check	04/29/2024	Mileage and reimbursement for supplies	729 · Custodial Supplies	-21.49
Check	04/29/2024	Mileage and reimbursement for supplies	880 · Programs	-44.73
Check	04/29/2024	Mileage and reimbursement for supplies	880 · Programs	-38.58
Check	04/29/2024	Mileage and reimbursement for supplies	880 · Programs	-39.92
Check	05/10/2024	Reimburse for stamp purchase	731 · Postage	-272.00
Total Boyer, Ingrid				-760.69
CavanKerry				
Check	05/10/2024	Jack Ridl book	959.110 · Print Books	-23.25
Total CavanKerry				-23.25
Comcast				
Check	04/27/2024	Phone, April 10 - May 9, 2024	850 · Phone & Internet	-136.87
Check	04/27/2024	April 2024 internet	850 · Phone & Internet	-219.90
Total Comcast				-356.77
Consumers Energy				
Check	05/13/2024	march/April electric bill	920 · Utilities	-1,779.95
Total Consumers Energy				-1,779.95
Critter Barn, Inc.				
Check	05/10/2024	6/13/24 program	880 · Programs	-825.40
Total Critter Barn, Inc.				-825.40
Ecogardens				
Check	05/02/2024	Landscaping edits and enhancements	972 · Construction	-13,087.07
Check	05/06/2024	50% mulch, landscaping seasonal mainte...	930 · Building Maintenance	-4,041.20
Total Ecogardens				-17,128.27

Type	Date	Memo	Account	Amount
ELM USA, Inc.				
Check	04/29/2024	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-25.00
Etsy				
Check	04/25/2024	feltboard for storytime	730 · Youth Services Supplies	-19.20
Total Etsy				-19.20
Foster Swift				
Check	04/26/2024	FOIA response	801 · Professional Services	-49.00
Total Foster Swift				-49.00
Heimler, Nick				
Check	04/16/2024	Consulting services, 2 months	801 · Professional Services	-845.00
Check	04/16/2024	Circulation computer	976 · Technology	-749.99
Check	04/26/2024	MIBS, 3 months	801 · Professional Services	-285.00
Total Heimler, Nick				-1,879.99
Herrick District Library				
Check	04/16/2024	Lost books, invoice #2024-00000073	956 · Lost materials	-36.79
Total Herrick District Library				-36.79
Ingram Library Services				
Check	05/10/2024	April invoices	959.110 · Print Books	-1,312.02
Total Ingram Library Services				-1,312.02
Kanopy, Inc.				
Check	04/16/2024	Invoice # 393909	959.320 · Digital Content Databases	-102.85
Total Kanopy, Inc.				-102.85
KLSWA				
Check	04/26/2024	Late payment due to billing error - Macat...	920 · Utilities	-11.79
Total KLSWA				-11.79
Lakeland Library Cooperative				
Check	04/16/2024	Quarterly coop fees	803 · Coop Services (LLC)	-3,564.50
Check	04/16/2024	Quarterly Overdrive	959.310 · E-Books	-603.58
Total Lakeland Library Cooperative				-4,168.08
Lee Murdock				
Check	04/18/2024	Concert on 4/21/24	880 · Programs	-500.00
Check	04/21/2024	Book purchase, local author	959.110 · Print Books	-25.50
Total Lee Murdock				-525.50
Meijer				
Check	04/22/2024	batteries	729 · Custodial Supplies	-13.77
Total Meijer				-13.77
Michigan Gas Utilities				
Check	04/22/2024	acct. #0504864801-00002	920 · Utilities	-18.45
Total Michigan Gas Utilities				-18.45

Type	Date	Memo	Account	Amount
Midwest Tape-HOOPLA				
Check	04/16/2024	Invoice #5051270714	959.320 · Digital Content Databases	-1,756.91
Total Midwest Tape-HOOPLA				-1,756.91
Moeller, Sally				
Check	05/06/2024	March and April bookkeeping	801 · Professional Services	-195.00
Total Moeller, Sally				-195.00
Office Max/Depot				
Check	04/22/2024	paper	727 · Office Supplies	-107.98
Total Office Max/Depot				-107.98
OverDrive				
Check	05/08/2024	Invoice #01720MA24135248	959.310 · E-Books	-387.49
Check	05/08/2024	Invoice #01720CP24132914	959.310 · E-Books	-166.72
Total OverDrive				-554.21
ProQuest				
Check	04/29/2024	Ancestry.com subscription	959.320 · Digital Content Databases	-1,700.00
Total ProQuest				-1,700.00
RICOH USA, INC (TX)				
Check	05/01/2024	copier lease	941 · Copy Machine	-146.30
Total RICOH USA, INC (TX)				-146.30
Rolling Stone				
Check	05/10/2024	Subscription thru February 2025	959.120 · Periodicals	-99.95
Total Rolling Stone				-99.95
Saugatuck-Douglas Art Club				
Check	04/29/2024	Art Fair award	900 · Publicity & Printing	-100.00
Total Saugatuck-Douglas Art Club				-100.00
Scholastic Library Publishing				
Check	05/10/2024	Invoice #s 59513304, 59521727	959.110 · Print Books	-31.18
Total Scholastic Library Publishing				-31.18
T Mobile				
Check	05/09/2024	hotspots	959.320 · Digital Content Databases	-150.50
Total T Mobile				-150.50
Terry Grabill				
Check	04/18/2024	Birding presentation on April 18, 2024	880 · Programs	-200.00
Total Terry Grabill				-200.00
TOTAL				-35,755.02

Saugatuck-Douglas District Library

Balance Sheet

As of May 13, 2024

	<u>May 13, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · Checking Regular 2041	146,487.84
003 · Square Macatawa 9464	2,206.84
010 · PettyCash	150.00
012 · Huntington Construct Chkg 8303	18,477.13
017 · Michigan CLASS	
017.01 · Michigan CLASS - General Fund	915,125.29
Total 017 · Michigan CLASS	<u>915,125.29</u>
018 · U.S. Bank SLGS	
018.01 · U.S. Bank Construction	129,000.00
018.02 · U.S. Bank Bond Payment	21,272.48
Total 018 · U.S. Bank SLGS	<u>150,272.48</u>
Total Checking/Savings	1,232,719.58
Other Current Assets	
022 · Accts Receivable	11,102.76
130 · Prepaid Expense	4,036.50
Total Other Current Assets	<u>15,139.26</u>
Total Current Assets	<u>1,247,858.84</u>
TOTAL ASSETS	<u>1,247,858.84</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
202 · Accts Payable	3,550.50
209 · Health Ins Payable	101.25
210 · Payroll Liabilities	5,614.32
220 · Accrued Payroll	8,174.72
223 · Due to F.O.L.	1,218.72
Total Other Current Liabilities	<u>18,659.51</u>
Total Current Liabilities	<u>18,659.51</u>
Total Liabilities	18,659.51
Equity	
390 · Fund Balance	748,357.39
392 · Restricted F.B. for New Bldg	172,882.84
394 · Restricted F.B. for Debt Serv	204,231.86
Net Income	103,727.24
Total Equity	<u>1,229,199.33</u>
TOTAL LIABILITIES & EQUITY	<u>1,247,858.84</u>

Saugatuck-Douglas District Library
Profit & Loss Budget vs. Actual OPERATING

July 2023 through June 2024

	<u>Jul '23 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Income				
400 · Millage				
400.100 · COVODouglas	97,997.14	99,050.00	-1,052.86	98.9%
400.200 · City	94,029.89	93,755.00	274.89	100.3%
400.300 · Twp	194,574.18	195,145.00	-570.82	99.7%
Total 400 · Millage	386,601.21	387,950.00	-1,348.79	99.7%
520 · USF	2,993.22	2,800.00	193.22	106.9%
539 · State Aid	5,765.98	5,600.00	165.98	103.0%
608 · Fines & Fees	8,124.45	6,500.00	1,624.45	125.0%
655 · Penal Fines				
655.100 · Penal Fines Allegan County	21,438.37	18,000.00	3,438.37	119.1%
655.200 · Herrick-LaketownFunds	15,950.90	9,000.00	6,950.90	177.2%
Total 655 · Penal Fines	37,389.27	27,000.00	10,389.27	138.5%
664 · Interest	2,091.25	1,000.00	1,091.25	209.1%
665 · Investment Earnings	29,585.80	20,000.00	9,585.80	147.9%
671 · Other Revenue	5,418.05	4,000.00	1,418.05	135.5%
674.100 · General Donations	6,280.52	1,000.00	5,280.52	628.1%
675 · FOL	9,170.14	9,000.00	170.14	101.9%
Total Income	493,419.89	464,850.00	28,569.89	106.1%
Gross Profit	493,419.89	464,850.00	28,569.89	106.1%
Expense				
701 · Payroll Expenses	190,236.09	231,000.00	-40,763.91	82.4%
727 · Office Supplies	1,850.88	2,700.00	-849.12	68.6%
728 · Collection Expenses	1,992.08	2,500.00	-507.92	79.7%
729 · Custodial Supplies	1,276.05	2,600.00	-1,323.95	49.1%
730 · Youth Services Supplies	2,681.54	4,500.00	-1,818.46	59.6%
731 · Postage	553.51	750.00	-196.49	73.8%
801 · Professional Services	14,172.50	26,000.00	-11,827.50	54.5%
803 · Coop Services (LLC)	14,145.25	15,000.00	-854.75	94.3%
850 · Phone & Internet	3,929.72	5,000.00	-1,070.28	78.6%
880 · Programs	7,938.39	8,000.00	-61.61	99.2%
900 · Publicity & Printing	1,934.89	2,000.00	-65.11	96.7%
920 · Utilities	19,567.70	27,000.00	-7,432.30	72.5%
930 · Building Maintenance	29,615.12	43,000.00	-13,384.88	68.9%
941 · Copy Machine	3,079.00	4,000.00	-921.00	77.0%
956 · Lost materials	255.81	400.00	-144.19	64.0%
957 · Technology	5,608.44	8,000.00	-2,391.56	70.1%
959 · Materials				
959.100 · Print Materials				
959.110 · Print Books	18,849.22	24,000.00	-5,150.78	78.5%
959.120 · Periodicals	3,327.13	5,000.00	-1,672.87	66.5%
Total 959.100 · Print Materials	22,264.58	29,000.00	-6,735.42	76.8%

	<u>Jul '23 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
959.200 · Other				
959.210 · DVDs	2,076.05	3,000.00	-923.95	69.2%
959.220 · Audio Books	796.62	1,000.00	-203.38	79.7%
Total 959.200 · Other	2,872.67	4,000.00	-1,127.33	71.8%
959.300 · Electronic				
959.310 · E-Books	4,249.94	4,000.00	249.94	106.2%
959.320 · Digital Content Databases	24,326.29	28,500.00	-4,173.71	85.4%
Total 959.300 · Electronic	28,576.23	32,500.00	-3,923.77	87.9%
Total 959 · Materials	53,713.48	65,500.00	-11,786.52	82.0%
961 · Travel/Conference	2,260.26	2,500.00	-239.74	90.4%
962 · Dues	947.00	1,200.00	-253.00	78.9%
964 · Tax Charge Backs	208.16	500.00	-291.84	41.6%
965 · Insurance	7,650.00	7,700.00	-50.00	99.4%
970 · Capital Expenditures	0.00	5,000.00	-5,000.00	0.0%
Total Expense	363,615.87	464,850.00	-101,234.13	78.2%
Net Income	129,804.02	0.00	129,804.02	100.0%

Saugatuck-Douglas District Library
Profit & Loss Budget vs. Actual CAPITAL
 July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
405 · Bond Levy				
405.100 · COVODouglas	64,313.24	64,318.48	-5.24	100.0%
405.200 · City	60,918.04	60,881.32	36.72	100.1%
405.300 · Twp	126,342.04	126,718.42	-376.38	99.7%
Total 405 · Bond Levy	251,573.32	251,918.22	-344.90	99.9%
698 · Transfer from Restricted ...	0.00	25,000.00	-25,000.00	0.0%
Total Income	251,573.32	276,918.22	-25,344.90	90.8%
Gross Profit	251,573.32	276,918.22	-25,344.90	90.8%
Expense				
971 · New Library Building				
972 · Construction	16,427.57			
975 · Furnishings	1,571.52			
976 · Technology	5,251.74			
971 · New Library Building - ...	5,064.00	25,000.00	-19,936.00	20.3%
Total 971 · New Library Building	28,314.83	25,000.00	3,314.83	113.3%
991 · Debt Service - Principal	120,000.00	120,000.00	0.00	100.0%
992 · Debt Service - Interest	123,118.76	123,118.00	0.76	100.0%
Total Expense	271,433.59	268,118.00	3,315.59	101.2%
Net Income	-19,860.27	8,800.22	-28,660.49	-225.7%

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer

May 15, 2024

PROGRAMS

- We wrapped up our adult programming season with several successful and well attended programs. We hosted a birding presentation on the evening of April 18. Our final Sunday afternoon concert was on April 21. We had an informal "Poetry Open Mic" on April 24. We co-hosted the Pigeon Creek Shakespeare Company with the History Center. The performance was held in their backyard on Sunday, May 5. In partnership with the Art Club, we held a watercolor painting class on April 23. (SP 2.2, 2.3)
- We held two afterschool programs as part of Screen Free Week and in partnership with the Douglas Elementary School Parent Teacher Organization. We had over 30 kids at each event. (SP 2.3)
- We are busy with preparations for summer. It will be a busy time and there is lots to do.

FINANCE & CONTRIBUTIONS:

- We are currently running a fundraising event with money going toward "Memory Kits" for older adults with dementia. We hope to raise about \$360, enough to create 4 kits. We just received an online donation of \$100 in support of the program. (SP 2.3, 3.3)
- We are still awaiting final tax value and millage data from the county. I expect this any day. We will need this final number before we can approve our budget.

BUILDINGS & GROUNDS:

- I received a quick update from Tracy Sweeney, the lead architect who is working on our expansion study. (SP 1.1) From her recent email:
 - *The team has pulled together the original project data and taken a look at what the existing conditions of the site offer to us, and where they limit what you might do.*
 - *Item #1 led to us making the request to be able to chat with the city about the setback, as we think that getting a ruling could create better options for you; we plan to reach out to them this week*
 - *Following that conversation, we'll put together some thoughts that we can review with you, Ingrid, to see which option(s) make sense to develop a little further. I'll set up something with you as soon as we have that pulled together – probably next-week-ish.*
 - *After that conversation, we'll take a little more time to explore viable options and pull everything together into a report.*
- Landscaping enhancements and edits, including several new trees, will go in soon. Mulch is also on its way. (SP 1.1)

MARKETING

- The Commercial Record ran a story on our final music concert in their April 18 edition.
- The Commercial Record ran a story on our Shakespeare performance in their April 25 edition. Unfortunately, they got the date wrong.

COLLECTIONS:

- We recently added Ancestry.com to our website. This is a genealogical database that people can use to research family history. We are talking to the History Center about having some of their knowledgeable volunteers host instructional sessions sometime this summer or in early fall. (SP: 2.1, 2.2, 2.3, 3.3)
- We have finished weeding our Young Adult Collection in preparation for our new Tween section. We now need to start shifting and relabeling the books. Our goal was to have this done by the time school lets out on June 7. I think we are going to meet that goal. Our high school page will be coming in weekends to start printing and applying labels. (SP: 3.2)

HUMAN RESOURCES

- We had a full staff meeting on April 18. We reviewed the Strategic Plan and talked about how the goals and objectives will impact staff directly. It was a productive meeting with lots of good ideas raised. I followed up by meeting with each member of staff individually to further discuss how they see themselves in this plan. What are they excited about? How will it impact their time and tasks? I sifted through all of the responses and built them into the plan I presented to the Personnel Committee. (SP 1.2)
- The Personnel Committee met to review and approve the staffing plan. Minutes are included in this month's packet. (SP 1.2)

TECHNOLOGY

- Lakeland's new app, Biblioapps, is live! So far it seems to be going well. We will continue to promote it over the next few weeks and are planning to hold some in-person training sessions. (SP 2.1)

MEETINGS & PARTNERSHIPS

- April 19: I met with George Stautin and other members of his board to discuss if the Library might serve as a summer pick-up point for Children's First Lakeshore, a non-profit food distribution program. (SP 2.3)
- May 1: I met with Eric Gollanek, History Center Director, to talk about Commercial Record Digitization and a possible Wikipedia-edit-athon. Plans for this are on hold till we have more time to plan.
- May 1: I attended the Friends of the Library meeting and was able to join them in their farewell celebration of Ellie Caruthers. Ellie has been a treasured library supporter who is relocating to British Columbia. She and her family will be missed.
- May 6: Erin Van Horn and I attended the quarterly Lakeland Youth Services meeting.
- May 13: I met with Sandy Hansen, the director of the Lakeside Learning Center to plan for how their summer daycare students can participate in our summer programs. (SP: 2.3)

Saugatuck-Douglas Library Board

Personnel Committee Meeting on May 2, 2024

UNOFFICIAL MINUTES

Sara Nelson, Ingrid Boyer, David Blatt

The meeting was called to order at 1:00, with approval of the agenda, and no public comments requested.

We agreed that the Director's performance evaluation would utilize the same form used in the past, which David will circulate to the full board upon receipt of Ingrid's draft proposal of a job description for the library Director based on the Library of Michigan template, customized to our local format and duties and responsibilities. Personal email addresses will be used for this round until all members' library email accounts are up and running. These evaluations will be requested to be returned by May 13, in time for compilation for the full May board meeting.

The staffing plan was discussed and endorsed by the committee. Front and back of the house leadership roles will be established, with promotions to be determined by July 1. Events will be a team effort. There will be a reduction in the direct reports to the Director.

The committee strongly favors rewarding the excellent staff we have with pay increases once we are notified of the taxable value of the district, a figure to be released to us in the next week.

The committee supports the idea of a third full time position.

Finally, the committee supports offering health insurance to the dependents of full time employees and to their spouse if the spouse does not have another option through their own employment.

David Blatt, scribe