

SAUGATUCK-DOUGLAS DISTRICT LIBRARY  
BOARD MEETING  
March 19, 2025  
Unofficial Minutes

- I. Meeting Called to order at 7:01pm by Chairman David Blatt. The following were present: Library Director (ex officio) Ingrid Boyer, Christi Allen representing the Friends of the Library, Trustees: David Blatt, Frank Aiello, Janice Krakowski, Larry Blose, Demetrhea Terrien, and Sara Nelson.
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the February 2025 meeting (See Appendix) were passed by unanimous consent.
- IV. No public comment
- V. Library bills were presented by Director Boyer (See Appendix). Demetrhea Terrien presented a motion to pay the bills, Larry Blose seconded the motion. The motion was passed with 6 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).

Note related to executive order: Director Boyer explained that at this point, the impact for our library is minimal because the bills are paid through the end of September. In the fall, MeLcat and MeL databases (IMLS pays for) may go away. There are currently lobbying efforts within the state – it's about \$6million they're talking about, it should be doable. We are lucky to be in a robust cooperative – some libraries rely heavily on MeL for interlibrary loans. We do most of our loans within the Lakeland Cooperative.

David Blatt asked about the meeting on security issues. Director Boyer said she came away with good information. Luckily, we don't have it bad at all – some libraries deal with violence and vandalism.

Frank Aiello asked if the new integrated library system will be affected by the executive order. Director Boyer said no.

David Blatt and Demetrhea Terrien asked about the inventory project. Director Boyer and Marlee Alexander explained that Lakeland is asking for libraries to complete this project within the next year. It includes all items – it shouldn't take too long to complete.

- VIII. Strategic Plan Update was presented by Director Boyer

Goal #1: Ensure Stability and Growth – Provide the foundation needed for long term success.

Objective 1.1: Work with consultants to plan for the long-term financial health of the organization.

*March 2025 Update:*

- *The patio committee has negotiated a proposal with HED which was approved by the full board on February 19, 2025.*
- *The committee met for a kick-off meeting with the HED Landscaping team. They presented us with three potential concepts. The committee will meet before the April 2025 board meeting to discuss what direction we want them to pursue and will then schedule follow-up visits with the architects.*

Objective 1.2: Prioritize future focused leadership through professional development and review of the Library's organizational structure.

*March 2025 Update:*

- *The director has continued to build staff training into monthly staff meetings. Rather than set a calendar in advance, it has become clear that we need to respond to new technology and issues as they develop. For example, Lakeland launched a new app and that training staff on that became the top priority. Instead of a schedule, we have developed a running list of training topics. Each month, we will determine which topic is most pressing.*
- *Individual professional development goals will be included in annual performance reviews. Goals may include completion of online learning modules.*

Goal #2: Enhance Community Engagement – Solicit ongoing input and participation to promote community ownership.

Objective 2.1: Improve awareness and understanding of library resources through effective communication and instruction.

*March 2025 Update: I met with Virginia Oakley and Marlee Alexander to devise a Communication/Marketing Plan. Rather than create something in addition to our existing Strategic Plan, we decided to incorporate our identified priorities as Communication Activities in this document and track progress via the ongoing Strategic Plan updates. We identified the following activities to be implemented over the next 18 months. These are all related to the Communication bullet point under Objective 2.1. This does not include activities related to Instruction.*

- *Print newsletter*
- *Website*
- *Signage*

- *Community Information Hub*
- *Social Media Review and Assessment*
- *Text Messaging Service*
- *Annual Report/Millage information via direct mail*
- *Library branded merchandise*

**NEW!** ACTIVITY: Publish a print newsletter at least 3 times a year.

- Responsibility: Director, Assistant Director, Head of Programs and Marketing
- Deadline: September 2025
- Status: In Progress
- *March 2025 Update: We printed our Winter/Spring 2025 issue. It was delivered the first week of January. We have received positive feedback and we may need to print additional copies. Work on the summer issue has already begun. Our goal is to have it delivered mid-May.*

**NEW!** ACTIVITY: Design and launch a new website.

- Responsibility: Director, Assistant Director
- Deadline: September 2025
- Status: In Progress
- *March 2025 Update: We have identified 3 vendors that we definitely want to pursue and are researching other possible candidates. Marlee and I have already done a demo and gotten a quote from one of the three vendors.*

**NEW!** ACTIVITY: Create a Community Information Hub for non-library communication in the vestibule

- Responsibility: Director, Head of Collections
- Deadline: June 2025
- Status: Assigned

**NEW!** ACTIVITY: Add signage throughout the building to improve access and cross-promote resources.

- Responsibility: Director, Assistant Director, Head of Collections
- Deadline: September 2025
- Status: Assigned

**NEW!** ACTIVITY: Review, analyze and assess social media content and procedures.

- Responsibility: Director, Virginia Oakley and Head of Programs and Marketing
- Deadline: March 2026
- Status: Assigned

**NEW!** ACTIVITY: Design and produce library branded merchandise for sale or giveaway.

- Responsibility: Assistant Director, Head of Programs and Marketing

- Deadline: March 2026
- Status: Assigned

**NEW! ACTIVITY:** Create printed annual report/millage renewal information materials for possible direct mail or newspaper insert distribution.

- Responsibility: Director, Assistant Director,
- Deadline: June 2026 (prior to August 2026 millage)
- Status: Assigned

**NEW! ACTIVITY:** Explore text messaging service options for possible implementation.

- Responsibility: Director, Assistant Director, Head of Collections
- Deadline: September 2026
- Status: Assigned

**Objective 2.3:** Strengthen collaborative community partnerships.

*March 2025 Update:* At the request of Christian Neighbors, we are working to become an official Community Access Partner for MDHHS's MI Bridge portal. We are also exploring possible exercise classes through the Area Agency on Aging of West Michigan.

**Goal #3:** Expand Access to Resources – Proactively embrace new opportunities and make regular shifts in our practices in order to meet the needs of our community.

**Objective 3.2:** Explore opportunities by investigating new resources, reimagining our use of space, and developing new collections.

*March 2025 Update:* The YA reorganizing by genre project has been completed!

*March 2025 Update:* We have made a first pass at weeding the non-fiction section, but addition items will likely be withdrawn as we start to move the collection around. We have begun weeding picture books.

**Objective 3.3:** Invest in quality materials by examining current expenditures, reallocating funds for the purchase of materials and by seeking out new revenue sources.

*March 2025 Update:* There is a brief video tutorial for how to use Ancestry Library Edition available on the website. The tutorial was created by Marlee Alexander.

*March 2025 Update:* The Clarke Historical Library has told us work will begin in late 2025. We are waiting on their business office to create a formal contract, but we have been assured our "spot in line" has been reserved.

## IX. Old/Ongoing Business

- A. Paid Time Off Policy and HR Manual Review – Personnel Committee – After approving the revisions that had to be approved, it is a good idea to take a more complete look at the HR manual and have a lawyer look at it as well. The Personnel Committee will schedule a time to do this.
- B. Patio Committee Update – Janice Krakowski, Director Boyer, and Marlee Alexander attended a meeting with HED where they provided a package of information along with concepts for the patio. The Patio Committee will meet this Friday to discuss the concepts and move forward with the project. Director Boyer presented the slides provided by HED and invited comments from the board.

Demetrhea Terrien asked about seating and brought up things to consider such as winter storage, durability of materials, and the possibility of chairs being stolen.

David Blatt noted that the smaller spaces are appealing based on the need for individuals needed to conduct Zoom calls, work from home, etc.

Janice Krakowski suggested we look into a synthetic lawn because pets can't destroy it. (In reference to the walking path where people could walk dogs.)

Larry Blose asked about the placement of the play scape – Director Boyer explained that the retention pond is not buildable, so that area is greyed out in all of the concept drawings.

Director Boyer added that we can complete the project in phases because additional funding (after construction fund) can come from the Friends, individual donors, and the Capital Fund.

## X. New Business

- A. Budget Amendments – Director Boyer presented (see appendix)

David Blatt presented a motion to approve the budget amendments, Janice Krakowski seconded the motion. The motion was passed with 6 members voting yes and 0 members voting no.

- B. David Blatt, on behalf of the board, presented Ingrid Boyer with a plaque in recognition of her 10 years of being the director.

## XI. Guest: Friends of the Library representative (Christi Allen)

- During times like these with federal funds being threatened, the FOL is here to support the Library.
- New board member: Betsy York.
- The membership drive is about to start up (mail/email). The Annual Meeting and Ice Cream Social will be on the patio on June 15 at 2pm.

XII. Next Meeting: April 16, 2025 at 7:00pm

XIII. Larry Blose made a motion to adjourn. Adjournment by unanimous consent at 8:00pm.