

SAUGATUCK-DOUGLAS DISTRICT LIBRARY  
BOARD MEETING  
October 18, 2023

- I. Meeting Called to order at 7:00pm by Chairman David Blatt. The following were present: Library Director (ex officio) Ingrid Boyer, Gini Cooper representing the Friends of the Library, Trustees: David Blatt, Larry Blose, Demetrhea Terrien, and Frank Aiello
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the September 2023 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, David Blatt seconded the motion. The motion was passed with 4 members voting yes and 0 members voting no.
- VI. Financial Report (balance sheet and Profit and Loss Statement) was presented by director Boyer (see Appendix).
- VII. The Librarian's Report was presented by Director Boyer (See Appendix).
- VIII. Old Business was presented by Director Boyer.
  - A. Strategic Planning Update
    - The process started in April with Carol Dawe facilitating a focus group with the board, then with the staff, then with the Friends. A survey was created and put out for the public to complete. After the results from the survey were compiled, Carol facilitated six more focus groups with patrons who volunteered to be a part of the process. Since the last group met in August, Carol and Ingrid have been working on synthesizing the data. A subcommittee (Sarah Goy and Marlee Alexander) met with Carol and Ingrid to brainstorm and give input. David Blatt and Demetrhea Terrien have agreed to be board representatives and will meet with Carol to look over the draft of the plan. After that meeting, the plan will be presented at the December meeting. Due to board membership, (50% turnover) it seemed like the wrong time to implement/approve a plan with brand new members, so a fully flushed out plan will be presented for approval at the January meeting.

## B. New Trustees

- Saugatuck Township – Frank Aiello was appointed on October 11. Frank was welcomed and gave a brief introduction.
- City of Saugatuck – Interviews are in process. Appointments should be made on November 13. David Blatt, Scott Dean (mayor), and Ingrid Boyer are doing the interviews. Scott makes the recommendation and city council votes.
- Douglas – Janice Krakowski was appointed.

## IX. New Business

### A. Election of Officers

- Ingrid Boyer noted that October is the annual meeting in which officers are meant to be elected, but since two of the new members were not present, would it be possible to postpone. Demetrhea Terrien made a motion to postpone the election of officers until the December meeting when all members are present, David Blatt seconded the motion. The motion was passed by unanimous consent.
- David Blatt asked Larry Blose if he could serve on a committee for the purposes of drafting a financial proposal. Larry Blose agreed. David Blatt made a motion to make an ad hoc committee including Ingrid Boyer, Larry Blose, and David Blatt to draft a RFP to hire and contract with a financial consultant. Demetrhea Terrien seconded the motion. The motion was passed by unanimous consent.

### B. 2024 Meeting Schedule

- David Blatt asked if the usual time of 7:00pm worked for everyone– just float the idea. Dates look okay for everyone.

### C. Capitalization Policy

- Unwritten policy – Ingrid explained. David Blatt made a motion to adopt the new capitalization policy. Larry seconded. The motion was passed by unanimous consent.

### D. Meeting Room Policy – Rental Fees and Procedures

- Allow groups to reserve rooms after hours. Fee is \$30/hour. It was fine. Transfer of money. Left early and wanted their fee prorated for \$15. Change form – more stipulation – pay in advance, full amount. Check boxes. Marlee and Ingrid will look at the form and make the changes. Maintain current policy.

## X. Guest: Friends of the Library representative

Gini Cooper representing the Friends of the Library made the following comments:

- It is the Friends' 25<sup>th</sup> anniversary next year!
- The Friends provide funds for a lot of the children's programs, an annual subscription to the New York Times, adult programming, gifts for Library staff, and more. They send a representative to every board meeting.
- Right now tickets are being sold for the Fall Fundraising Dinner. Takeout dinners will be picked up from Farmhouse Deli on Tuesday, October 24. Tickets had been capped at 100, but Carol Carra got approval from Farmhouse to continue selling.
- The next fundraiser is the Silent Auction which will start on November 2. The Friends are in process of collecting gift baskets and gift cards from local businesses.
- Since most of the fundraising currently happens in the fall, it would be nice to balance that with a spring event. The Friends are talking about hosting a mini golf tournament in the spring.
- The Ice Cream Social and annual meeting is held in June.

XI. Next Meeting: December 6, 2023 at 7:00 pm

Final comment: Ingrid Boyer informed members of Steve Oakley's passing. In his obituary, the Library was designated as a recipient for donations in his memory.

XII. Adjournment by unanimous consent at 8:07 PM.