

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.