

SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BOARD MEETING
May 15, 2024
Unofficial Minutes

- I. Meeting Called to order at 7:01pm 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, Demetrhea Terrien, Frank Aiello, Sara Nelson, and Janice Krakowski.
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the April 2024 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, Frank Aiello 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 the goal of the memory kit fundraiser is to purchase and assemble themed packs for declining minds that can be checked out. The idea is that they will be intergenerational, so they would be good for either end of the age spectrum.
- VIII. President's Report – no report
- IX. Committees
 - A. Finance Committee – The committee met on May 14 to finalize the budget. The Budget Hearing will be on Wednesday, June 19th at 7:00pm, so board members should review the budget before that date and contact Director Boyer with any questions. It is the last budget of the current millage rate. We will be asking for a higher millage rate, but it has minimal impact for taxpayers. The operating millage will be on the ballot in August of 2025 and will appear on the tax bill in December of 2025. The payroll increase is a course correction, not an annual increase. Work was done to make sure employees have a living wage.
 - B. Personnel Committee – (unofficial minutes attached) The staffing plan was discussed at length. After looking at responsibilities of each staff member, a

hierarchy was created so there are designated responsibilities. (more discussion under New Business)

X. Old Business

- A. Board member email accounts – After board members sign in, they have access to library documents such as policies, HR manual, and the Strategic Plan in the Google Drive.

XI. New Business

- A. Staffing Plan – Director Boyer presented the Staffing Plan. The process began with Director Boyer and Carol Dawe brainstorming, deciding that another full-time person was needed. Then Director Boyer met with Sara Nelson who gave good advice on how to implement the changes that were needed. A staff meeting was held in which the goals of the Strategic Plan were reviewed (specifically how they impact staff). After that meeting, each individual staff member had a one-on-one meeting with Director Boyer where they were asked to give a time audit (how much time they spend on specific tasks in a week) and were encouraged to give any follow up thoughts about what was discussed at the staff meeting.

It is clear that additional back of house support is needed. The new full time person will managed behind the scenes, while the other full time employee will be facing the public. Around this time, the staff person in charge of adult programming quit. The staff person in charge of marketing is qualified and highly talented and will be taking on adult programming.

There will be four department heads who will report to Director Boyer. Special programming meetings will happen likely twice a year to prepare for the upcoming season.

There will be a net increase 15 hours per week. Some staff members will be working remotely by necessity, and the Library will be open for an additional evening every week (Tuesdays).

The staff salary budget has been increased due to the new department head positions which come with more responsibilities, full time employees receiving retirement and healthcare benefits, and the re-evaluation of pay rates based on cost of living in this area. The committee agreed that from a fairness and ethical perspective, the increase in wages was necessary.

After the board approves the Staffing Plan and the Budget Hearing in June, we can implement the plan.

Sara Nelson noted that Director Boyer also needs to be compensated more and that is not reflected in this document. It was decided that the salary adjustment discussion would happen after Director Boyer's performance review at the next meeting.

Janice Krakowski presented a motion to accept the Staffing Plan, David Blatt

seconded the motion. The motion was passed with 5 members voting yes and 0 members voting no.

B. Director's Performance Review – (will be discussed at the next meeting)

XII. Guest: Friends of the Library representative – Gini

- FOL board are prepping for the annual meeting that will be held on Sunday, June 9th at 2:00pm. There will be Farmhouse cake and Palazzolo's ice cream! For the majority of the FOL board, terms are up, and all have agreed to continue serving.
- Many Friends have expressed that they miss the in-person, sit-down dinners for the Fall Fundraiser, so they are considering doing a sit-down dinner in addition to the takeout dinner- one will be in the spring and one in the fall.
- Dates have been set for the Silent Auction.
- At the last meeting, the Friends provided \$3,000 to help fund summer programming.
- There is almost \$89,000 in the account.
- The Friends are starting to be conscious about getting their name out there so people know what they do. Demetrhea Terrien suggested they go on Greg Muncey's radio show because he supports community organizations.
- Membership letters recently went out for renewal. There are almost 125 members- most are lifetime members.

XII. Next Meeting and Annual Budget Hearing: June 19, 2024 at 7:00pm

XIV. Adjournment by unanimous consent at 7:53pm.