

SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BOARD MEETING
August 7, 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, Janet Eder representing the Friends of the Library, Trustees: David Blatt, Demetrhea Terrien, Frank Aiello, Sara Nelson, Larry Blose, and Janice Krakowski.
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the June 2024 meeting (See Appendix) were passed by unanimous consent.
- IV. No public comment
- V. Library bills were presented by Director Boyer (See Appendix). Janice Krakowski 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). Frank Aiello asked about the Lakeland Advisory Board position, Director Boyer explained she will set the agenda and run the meetings.
- VIII. Strategic Plan Update
 - Final construction projects are in progress, including landscaping, new display furniture, a proposal for outdoor benches and flagstone, and the possibility of playscape features in the backyard (Outdoor Discovery Center).
 - A staff training calendar will be developed. There will be time set aside at each staff meeting to identify knowledge gaps – this may be things like learning to use the new app, as well as furthering knowledge by attending in-person or online training sessions.
 - Ingrid, Marlee, and Sarah will be working on developing a Communication Plan. The first step will be to evaluate current methods of communication (website, newsletter, social media, etc.) so an action plan can be put into place.
 - *Objective 2.2: Create new programming opportunities for enrichment, learning, and fun.* and *2.3: Strengthen collaborative community partnerships.* will be ongoing, so the status will never be complete.
 - The Library of Things has a new deadline of January 1st, due to the busy summer with cataloging children's kits and the summer reading challenges.

- The Tween section is complete and the lobby got a facelift with new signage and displays.
- Ancestry was purchased. The History Center may have volunteers who are willing to do in-person programs.
- Digitizing the Commercial Record is something we will have to fund ourselves. We are working with the History Center to learn about cost and copyright issues. Frank Aiello is on the Tech Committee for the History Center, so he can answer any questions the board might have.

IX. Committee Reports - None

X. Old Business - None

XI. New Business - None

XII. Guest: Friends of the Library representative – Janet Eder

- The date for the Fall Fundraising Dinner is Tuesday, September 24. Dinner will be served at Wild Dog. (They can accommodate 80-100 people, so tickets should sell out.) Tickets will be \$75.
- The Silent Auction will run from November 7-21.
- This is the first year that the Friends have had a budget- it is nice to be able to tell people where the money is going.

XIII. Next Meeting: September 18, 2024 at 7:00pm

XIV. Adjournment by unanimous consent at 7:19pm.