

SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BOARD MEETING
September 18, 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, Kirstin Carr representing the Friends of the Library, Trustees: David Blatt, Demetrhea Terrien, Frank Aiello, Sara Nelson, Larry Blose, and Janice Krakowski.
- II. Director Boyer requested that the 10 Year Master Plan Report from HED be moved to the end of the agenda. The Agenda (See Appendix) with this revision was passed by unanimous consent.
- III. The Minutes from the August 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, 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).
- VIII. Committee Reports - None
- IX. Old Business - None
- X. New Business
 - A. Capital Fund Project Proposal: Commercial Record Digitization
 - Frank Aiello presented the proposal. The Commercial Record is a great resource for local history, but it is difficult to find information because most of what is online is not searchable. When we got a grant through CMU, they were able to digitize 1957-1970. Those years are searchable on CMU's website. You can search by keyword or browse by year. The current goal is to digitize 1868-1957 and make those years fully searchable. The History Center has microfilm of all the Commercial Records that would just need to be handed over to CMU and they would take the files and make them searchable. There are about 35,000 pages that would need to be digitized. \$27,000 is the estimate for the first phase of digitization. After the first 100 years are digitized, we would like to pursue 1970 and beyond, but we will run into copyright issues. This

project reflects many of the goals from the Strategic Plan, including partnership with community organizations, benefiting the community, expanding access to resources, and investing in quality materials.

- Frank Aiello made a motion that the board authorizes the transfer of funds from the Capital Fund to the Operating Fund in an amount not to exceed \$35,000 for the digitization of the Commercial Record, years 1868 through 1956. The final amount to be determined by actual project costs. Sarah Nelson seconded the motion. The motion was passed with 6 members voting yes and 0 members voting no.

B. Nomination of Officers – to be voted on at the October meeting

- Current officers:
 - President: David Blatt
 - Vice President: Janice Krakowski
 - Treasurer: Larry Blose
 - Secretary: Demetrhea Terrien
- Will accept nominations from the floor at the next meeting.

XI. Guest: Friends of the Library representative – Kirstin Carr

- The Fall Dinner is next week- all of the tickets were sold!
- The Silent Auction will be from November 7-21. The Friends are soliciting donations for that now.

XII. 10 Year Master Plan Report from HED was presented by Director Boyer (see Appendix)

- Sarah Nelson asked if we would need to expand parking if we went with option D. Director Boyer said no.
- All were in agreement that option A and B are not viable options.
- Janice Krakowski asked if we need to spend the money, Director Boyer said yes because it was bond money with the purpose of going toward the new building.
- Option #3 is not an option if we go with D.
- Janice Krakowski thought the small patio/nook would be better than the playscape because it might not get a lot of use. Larry Blose pointed out that during the summer we have many children in the Library and that's when it would be used the most. The new park in Saugatuck is getting a lot of use.
- David Blatt asked about square footage on the small patio/nook. Director Boyer said it is very similar to fireplace room.
- Sarah Nelson asked about the possibility of having doors that open to the small patio/nook.
- Kirstin Carr added that it would be nice if you go with the small patio/nook and D because you could still offer that outdoor space for folks who utilize the current patio.

- Sarah Nelson and Director Boyer brought up the possible issue of security for the small patio/nook. If hedges were added so it is more enclosed that would help. Security cameras would also be a necessity.
- Demetrhea Terrien added that electrical access/outlets would be nice as well.
- Sarah Nelson asked if we could do one or two elements of the playscape in addition to the small patio/nook. Directory Boyer said it is definitely a possibility.
- Janice Krakowski and Demetrhea Terrien agreed that doing both would be ideal.
- David Blatt suggested that the Friends may want to help fund this project.
- All were in agreement that the goal is to pursue the small patio/nook with the goal of getting a few moveable items for the playscape.
- An ad hoc committee (Director Boyer, Sarah Nelson, Janice Krakowski, and Marlee Alexander) was formed for the purpose of working on this project.
- Director Boyer will follow up with the architect about the possibility of door on the southeast side of the building where the small patio/nook would go.

XIII. Next Meeting: October 16, 2024 at 7:00pm

XIV. Adjournment by unanimous consent at 8:35pm.