

SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BOARD MEETING
December 4, 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, Gini Cooper representing the Friends of the Library, Trustees: David Blatt, Demetrhea Terrien, Frank Aiello, Sara Nelson, and Larry Blose.
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the October 2024 meeting (See Appendix) were passed by unanimous consent.
- IV. No public comment
- V. Library bills were presented by Director Boyer (See Appendix). David Blatt presented a motion to pay the bills, Larry Blose 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).
 - The Friends of the Library agreed to purchase computers and a Nintendo Switch for the pop up computer lab for kids.
- VIII. Strategic Plan Update
 - A. Objective 1.1: Work with consultants to plan for the long-term financial health of the organization.

December 2024 Update:

 - *HED completed the Master Plan document outlining expansion options and site limitations.*
 - *New construction related purchases: installed drip irrigation, display furniture*
 - *The board has identified the addition of an uncovered patio as the final building project priority. A committee has been formed. The committee is talking to HED about creating an overall landscaping plan for the backyard.*
 - B. Objective 1.2: Prioritize future focused leadership through professional development and review of the Library's organizational structure.

December 2024 Update:

 - *Staffing plan: COMPLETE*

- *Training calendar: No serious progress has been on this. Deadline has been pushed back to next quarter.*
- C. Objective 2.1: Improve awareness and understanding of library resources through effective communication and instruction.
December 2024 Update: Director and Assistant Director have had informal talks about priorities, but no official plan has been written. The newsletter has been identified as an initial goal and that is moving forward. Our new Head of Marketing has been working remotely. Now that she is back to in-person work, we will be able to resume this activity. Deadline has been pushed back to next quarter.
- D. Objective 2.2: Create new programming opportunities for enrichment, learning, and fun.
December 2024 Update: There is a long list of programs and events scheduled for Winter/Spring 2025. The print newsletter will have all the details. That is scheduled to be printed the first week of January.
- E. Objective 2.3: Strengthen collaborative community partnerships.
December 2024 Update: We have partnered with The Book Nook of Saugatuck to run our holiday book drive. No other new partnerships at this time.
- F. Objective 3.1: Assess current resources and usage by analyzing data, soliciting customer feedback, and reexamining purchasing models.
NEW! ACTIVITY: Create and promote digital and analog mechanisms for patron feedback.
 - Responsibility: Director, Head of Collections, Marketing, Assistant Director
 - Deadline: August 2025 (in advance of summer season)
 - Status: Assigned
- G. Objective 3.2: Explore opportunities by investigating new resources, reimaging our use of space, and developing new collections.
December 2024 Update: The collection was launched the week of November 18. Starting collection includes Active Minds memory kits, tent, tools and games. We will continue to add new items on an ongoing basis.

New display furniture has been installed. We have already cycled through several displays. We can monitor the success of the displays by the number of items we have to replace. Certain displays draw more engagement than others. The furniture is flexible and allows us to rearrange to keep things fresh.

NEW! ACTIVITY: Reorganize YA book collection by genre (fantasy, romance, science fiction, etc.)

- Responsibility: Head of Collections, Cataloging staff
- Deadline: March 2025
- Status: In progress

December 2024 Update: We have identified genre classification for each title. We are in the process of editing each item record to reflect the new call number. Spine labels have been ordered. Next steps include processing, shifting and new signage.

NEW! ACTIVITY: Reorganize Children's book collection to reflect current cataloging and usage trends.

- Responsibility: Director, Head of Collections, Youth Services
- Deadline: June 2025 (in advance of summer season)
- Status: In progress

December 2024 Update: We are in the process of drastically weeding the juvenile non-fiction collection. Chapter books and comics have already been weeded. Next steps include continued weeding (picture books and early readers), the creation of an "Early Chapter Book" section and genre-based classification of non-fiction section.

H. Objective 3.3: Invest in quality materials by examining current expenditures, reallocating funds for the purchase of materials and by seeking out new revenue sources.

December 2024: In partnership with the History Center, we hosted a program entitled "Family History 101." The program included a demonstration of the new database. The Library ran a press release advertising the program and highlighting the addition of Ancestry Library Edition to the Library's collection. In addition to the press release, the database is prominently featured on our website. We also include links to a recording of the Family History 101 session. Coming soon, there will also be a video tutorial.

December 2024 Update: The Library board passed a resolution committing funds from the Capital Improvement Fund to cover the cost of digitizing the entire run up to 1971. We will be working with the Clarke Historical Library. Timing is dependent on their staff availability.

IX. Old Business

A. Patio Committee – Minutes and update (see Appendix).

HED put together a proposal for the greenspace/patio. The committee will meet between now and January to go over the proposal and will have more for the board at the next meeting.

X. New Business (no new business)

XI. Guest: Friends of the Library representative (Gini Cooper)

- The treasurer decided to take hiatus, so someone has stepped forward as interim treasurer and two have agreed to be back-ups. In the new year, the Friends will be looking for another board member.
- The Silent Auction raised \$7,032 – the best they have ever done!
- The Friends approved Ingrid's wish list, which included funding \$3,000-\$5,000 for kids gaming and the New York Times subscription.

XII. Next Meeting: January 15, 2025 at 7:00pm

XIII. Adjournment by unanimous consent at 7:38pm.