

SAUGATUCK-DOUGLAS DISTRICT LIBRARY  
BOARD MEETING  
February 19, 2025  
Unofficial Minutes

- I. Meeting Called to order at 7:03pm by Chairman David Blatt. The following were present: Library Director (ex officio) Ingrid Boyer, Jessica Gray representing the Friends of the Library, Trustees: David Blatt, Demetrhea Terrien, Sara Nelson, and Janice Krakowski.
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the January 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, Sara Nelson seconded the motion. The motion was passed with 4 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. Old Business – None
- IX. New Business
  - A. Paid Time Off Policy Revisions – Sarah Nelson asked if accruing could become an issue since the new law doesn't allow caps. Director Boyer explained that currently, the cap for part time employees is at 50 hours, full time is 2 weeks, and director (salary) is up to 4 weeks (that can be carried over). By taking off the caps, we are doing the minimum to comply. When we remove those caps, we will need to set up procedures that state the accrual rate and it needs to be used before any unpaid time off is taken. David Blatt asked if there would be an issue financially. Director Boyer said not for part time, but possibly for full time, though it is unlikely based on our staff (we want to take vacation time). This new law relates to sick time- we cannot cap sick time, but we can cap vacation time. We will need to look at our policies and make sure they still make sense.

David Blatt presented a motion to approve the revisions as presented in the Paid Time Off Policy, Janice Krakowski seconded the motion. The motion was passed with 4 members voting yes and 0 members voting no.

- B. Patio Planning Proposal from Harley, Ellis, Devereaux – One thing that came up was site lighting – if they put in lighting, would need an electrical engineer, but it's unlikely that we'll need that. David Blatt asked about the possibility of saving the money, but because it is from the building fund, it cannot be saved.

Janice Krakowski presented a motion to approve the Patio Planning Proposal, Demetrhea Terrien seconded the motion. The motion was passed with 4 members voting yes and 0 members voting no.

X. Guest: Friends of the Library representative (Jessica Gray)

- The next meeting will be in March, so there is nothing new to report.
- Book donation drop off days are still happening on the first Saturday of the month from 12:00pm-2:00pm.

XI. Next Meeting: March 19, 2025 at 7:00pm

XII. Sara Nelson made a motion to adjourn. Adjournment by unanimous consent at 7:32pm.