

SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BOARD MEETING
May 21, 2025
Unofficial Minutes

- I. Meeting Called to order at 7:00pm by Chairman David Blatt. The following were present: Library Director (ex officio) Ingrid Boyer, Betsy York representing the Friends of the Library, Trustees: David Blatt, Frank Aiello, Janice Krakowski, Larry Blose, Demetrhea Terrien, and Sara Nelson.
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the April 2025 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, Janice Krakowski 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).
- VIII. Committee Reports
 - A. Patio Committee – Next Steps
HED came back with a final plan. They've done what we've asked them to do, now the Patio Committee will schedule a meeting to discuss next steps.
 - B. Personnel Committee – HR Manual Revisions
The change to accommodate PTO was made and the revised HR Manual was sent to our attorney. The Personnel Committee will schedule a meeting – most likely at the end of summer.
 - C. Finance Committee – Draft Budget Proposal
The Finance Committee drafted the budget proposal. Director Boyer explained that they had to estimate because Allegan County is running behind and have not provided the millage rate. That is why it is currently a draft and not firm proposal. Any changes to this proposal can't take place until the budget hearing on June 10.
This is the last year of our current millage. Ballot language would be submitted in May of 2026 and be on the ballot in August 2026.
We are transferring a significant amount from Capital Improvement Fund to pay for 1) Commercial Record project, 2) Budgeting for a new website, and 3) WAP, or wireless access point replacements throughout the building and patio. There is a 4% increase for payroll. We will be closing out construction fund this year.

We will discuss and approve the Budget Proposal on June 10.

IX. Old/Ongoing Business

X. New Business

A. Bulletin Board Policy

Jennell Lehman and Director Boyer came up with this policy for the Communication Hub that will be in the vestibule. They imagine that the policy may need revisions after a couple months. The goal is to identify who can post, who cannot post, and more procedural notes. Demetrhea Terrien thought the line about “personal solicitations for fundraisers” was a bit confusing and Sara Nelson agreed.

David Blatt presented a motion to adopt the Bulletin Board Policy with the stipulation that the “personal solicitations for fundraisers” line be removed. Janice Krakowski seconded the motion. The motion was passed with 5 members voting yes and 0 members voting no.

B. Director Boyer’s Performance Review

Sara Nelson volunteered to create a survey for board members to use when assessing Director Boyer’s performance. This will be built into the June 18 meeting under “Old Business”.

XI. Guest: Friends of the Library representative (Betsy York)

- Janet Eder is doing a great job as treasurer.
- Soil has been added to the planter boxes – flowers are coming soon.
- Sunday, June 15 at 2:00pm is the FOL Annual Meeting and Ice Cream Social.

XII. Upcoming Meetings:

- A. Budget Hearing on June 10, 2025 at 7:00pm
- B. Regular Monthly Meeting on June 18, 2025 at 7:00pm

XIII. Larry Blose made a motion to adjourn. Adjournment by unanimous consent at 8:12pm.