

SAUGATUCK-DOUGLAS DISTRICT LIBRARY  
BOARD MEETING  
August 6, 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, Gini Cooper representing the Friends of the Library, Trustees: David Blatt, Janice Krakowski, Demetrhea Terrien, Sara Nelson, and Larry Blose.
- II. The Agenda (See Appendix) *with the addition of "Strategic Plan Update" under New Business* was passed by unanimous consent.
- III. The Minutes from the June 10<sup>th</sup> meeting and the June 18<sup>th</sup> 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, Demetrhea Terrien 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).

A Patio Committee meeting and HR Committee meeting are scheduled – both will happen before the September meeting.

We got an award from the Garden Club for our native/pollinator-friendly garden in the front of the building!
- VIII. Committee Reports - None
- IX. Old/Ongoing Business – No updates
- X. New Business
  - A. Appointment/Reappointment of Trustees  
Three trustees have terms that are up in September. Two trustees are staying, Larry Blose is stepping down. The City of Saugatuck is posting the opening and they should have someone appointed by the October meeting. At that meeting we will hold elections for officers.
  - B. Strategic Plan Update presented by Director Boyer

**Goal #1: Ensure Stability and Growth - Provide the foundation needed for long term success.**

Objective 1.1: Work with consultants to plan for the long-term financial health of the organization.

ACTIVITY: Complete final construction projects

- *August 2025 Update:*

*HED has completed their design. It is now up to the committee to find contractors to do the work. Once a firm is selected, we can consult with HED as needed.*

## **Goal #2: Enhance Community Engagement - Solicit ongoing input and participation to promote community ownership.**

Objective 2.1: Improve awareness and understanding of library resources through effective communication and instruction.

ACTIVITY: Publish a print newsletter at least 3 times a year.

- *August 2025 Update: Summer issue went out on schedule. Fall issue is in the works and should be back from the printers around Labor Day. We are working with the Friends of the Library to explore options for wider distribution. As a test, we will print an additional 50 copies of the fall newsletter, which the FOL will distribute throughout the community. They have a list of locations.*

ACTIVITY: Design and launch a new website.

- *Revised Deadline: ~~September 2025~~ March 2026*

ACTIVITY: Create a Community Information Hub for non-library communication in the vestibule

- *August 2025 Update: We purchased two shelving units and installed felt tiles as a tack board. We also drafted and approved a new Community Bulletin Board Policy. Our puzzle exchange collection is currently stored on the shelves and pamphlets and brochures are displayed on the top shelf.*

ACTIVITY: Add signage throughout the building to improve access and cross-promote resources.

- *Revised Deadline: ~~September~~ December 2025*

Objective 2.2: Create new programming opportunities for enrichment, learning, and fun.

ACTIVITY: Develop new programs

- *August 2025 Update: New programs include programs on ecology and landscape design presented by the Outdoor Discover Center, fabric dyeing with volunteer DeeDee Hanson, winter film series, puzzle races.*

## Objective 2.3: Strengthen collaborative community partnerships.

ACTIVITY: Work with other organizations on programs and initiatives

- *August 2025 Update:*
  - Art Club to sponsor our summer scavenger hunt for kids. They provided money for weekly prizes.
  - Local businesses to donate prizes for tween, teen and adult reading challenges
  - Fire Department attended summer reading kick-off and brought a truck and cooling hose for the event.

## **Goal #3: Expand Access to Resources - Proactively embrace new opportunities and make regular shifts in our practices in order to meet the needs of our community.**

Objective 3.1: Assess current resources and usage by analyzing data, soliciting customer feedback, and reexamining purchasing models.

ACTIVITY: Create and promote digital and analog mechanisms for patron feedback.

- Revised Deadline: ~~August 2025~~ December 2025

Objective 3.2: Explore opportunities by investigating new resources, reimagining our use of space, and developing new collections.

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

- Revised Deadline: ~~June 2025~~ March 2026
- *August 2025 Update: We continue to weed picture books. We have separated and created sections for Holiday and Spanish/Bilingual Books. We have also created an "Early Chapter Book" collection by moving titles DOWN from J Fiction and UP from the "I Can Read" collection. In order to make these changes, we shifted things, relabeled items and added signage. "I Can Read" books are now after NonFiction. Early Chapter books are between the "I Can Read" books and the J Fiction. The final step is to organize the Picture Book collection into categories by subject.*

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.

ACTIVITY: Digitize the *Commercial Record*

- *August 2025 Update: We have a signed contract. We now need to send the Clarke our microfilm. Work will begin in October of 2025.*

Note: Carol Dawe is coming to the December meeting. She will talk with us about how to extend the plan to be 5 years instead of 3 so we have more time to complete it.

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

- The Fall Fundraising Dinner will be take out from Farmhouse on September 16. Tickets will be for sale at the Library from August 26 – September 8.
- The Friends will be soliciting donations for the Silent Auction shortly after Labor Day. They collect auction items for 2 months. The auction runs from November 6-20.

XII. Next Meeting: September 17, 2025 at 7:00pm

XIII. Janice Krakowski made a motion to adjourn. Adjournment by unanimous consent at 7:39pm.