

SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BOARD MEETING
January 21, 2026
Unofficial Minutes

- I. Meeting Called to order at 7:00pm by Sara Nelson. The following were present:
Library Director (ex officio) Ingrid Boyer, Trustees: David Blatt, Demetrea Terrien, Frank Aiello, Sara Nelson, Susan Blose, and Janice Krakowski.
- II. Susan Blose presented a motion to approve the agenda (see Appendix), David Blatt seconded the motion. The motion was passed by unanimous consent.
- III. Demetrea Terrien presented a motion to approve the Minutes from the December meeting (see Appendix), Janice Krakowski seconded the motion. The motion was passed by unanimous consent.
- IV. No public comment
- V. Strategic Plan Update was 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

B. Revised Deadline: ~~December 2025~~ December 2026

December 2025 Update:

- *The committee has met received bids and decided on two contractors to complete the work. Assuming board approval, construction is scheduled to begin in fall of 2026. We are also working on a small area at the southeast corner that needs some landscaping modifications. Our current landscaper has agreed to do the work for a cost not to exceed \$25,000. The timeline for that is weather dependent, but will likely happen in the spring or fall of 2026.*

NEW! ACTIVITY: Develop long-term budget plan in preparation for operating millage election in August of 2026. Prepare accompanying ballot language. Create FAQs flyers, website and other appropriate communication tools

- Responsibility: Director and Finance Committee
- Deadline: May 2026
- Status: In Progress
- *December 2025 Update: We have begun work on a mailer that we reach every residence in our district. The mailer will include winter programming highlights, but the main goal is to build general awareness outside our regular users. We hope to have those in homes in early January.*
- *January 2026 Update: The postcard was printed and delivered. Most households received them around January 14.*

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.

- *December 2025 Update: Our fall issue went out on schedule. We continue to receive positive feedback. There is no plan to significantly increase circulation, but we are open to new drop-off spots around the community if they prove effective.*

ACTIVITY: Design and launch a new website.

- *Revised Deadline: September 2025 May 2026*
- *December 2025 Update: We have selected two vendors. Weblinx to build and host the new website. Local Hop to provide online platforms for calendar/event registration and room reservations.*
- *January 2026 Update: Local Hop has been fully implemented. Our kick-off meeting with Weblinx was held on January 9.*

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

- *Revised Deadline: September March 2026*

ACTIVITY: Create printed annual report/millage renewal information materials for possible direct mail or newspaper insert distribution.

- *January 2026 Update: Postcard was delivered to residents around January 14.*

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.*
- *December 2025 Update: New programs include local author series, bee keeping program and mushroom foraging program. We are working with the History Center to host a summer kickoff on June 18 with food and music.*

Objective 2.3: Strengthen collaborative community partnerships.

ACTIVITY: Work with other organizations on programs and initiatives

- *December 2025 Update: We are working with Saugatuck High School to schedule student visits to the library and the creation of student cards.*

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~~ June 2026
- Status: In Progress
- *December 2025 Update: This functionality will be built in or highlighted on the new website.*

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

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

- *December 2025 Update: We have just a few shelves of picture books left to weed.*

NEW! ACTIVITY: Reorganize Adult Non-fiction into a more user-friendly system. Switch from the Dewey Decimal System to an updated collection of "neighborhoods.

- Responsibility: Head of Collections, Director
- Deadline: December 2026
- Status: In progress
- December 2025 Update:
 - In conjunction with the collection-wide inventory project, Jennell Lehman has been significantly weeding the adult non-fiction collection. She has discovered that there are whole categories of books whose circulation has dropped off precipitously in the last decade (collectibles, crafts, sports, art books). We are also painfully aware of other areas of the collection that are more popular and are growing too fast for allowable space (history and cookbooks). We are at a point where we need to shift the collection and reallocate space. We are also phasing out our audiobook collection and possibly downsizing our DVD collection. This also frees up space.
 - As a result of a session at the Allegan County Library Association's training event in September, Library staff were inspired to do more to highlight books by and about Native Americans. We have updated and revised our land acknowledgement statement and have posted it in our main lobby along with featured titles. We have also created a new "Native American" section in the fireplace room, right next to our existing local history collection.

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*

- *December 2025 Update: The microfilm reels have been shipped to Central Michigan University. Work has begun and continues on schedule.*

VI. Library bills were presented by Director Boyer (See Appendix). David Blatt presented a motion to pay the bills, Demetrea Terrien seconded the motion. The motion was passed with 6 members voting yes and 0 members voting no.

VII. Financial Report

- A. Balance sheet was presented by Director Boyer (see Appendix).
- B. Profit and Loss Statement was presented by Director Boyer (see Appendix).

VIII. The Librarian's Report was presented by Director Boyer (see Appendix).

IX. Committee Reports - None

X. Old/Ongoing Business - None

XI. New Business

- A. Short Term Disability Insurance – Director Boyer gave an update and explained that she would likely be going with Humana Insurance or Kansas City Life Insurance. Short term disability would currently be available to 4 of the Library staff members (working 20 hours per week or more). 60% of salary would be paid for a maximum of 13 weeks. She will be following up with Heidi who will work on language for eligibility.

XII. Guest: Friends of the Library representative – No representative (Director Boyer gave a brief update)

- The Friends are on hiatus.
- They are looking for a couple of new board members.
- The Friends sponsored the first concert in the Sunday Concert Series.

XIII. Next Meeting: February 18, 2026 at 7:00pm

XIV. David Blatt presented a motion to adjourn, Susan Blose seconded the motion. Adjournment by unanimous consent at 8:09pm.