

SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BOARD MEETING
June 17, 2026
Unofficial Minutes

- I. Meeting Called to order at 7:01pm by Sara Nelson. The following were present:
Library Director (ex officio) Ingrid Boyer, Jess Gray representing the Friends of the Library, Trustees: Sara Nelson, Susan Blose, David Blatt, Frank Aiello, Demetrhea Terrien, and Janice Krakowski.
- II. Director Boyer noted a change to the budget due to recent events. Demetrhea Terrien presented a motion to approve the agenda with that caveat (see Appendix), Susan Blose seconded the motion. The motion was passed by unanimous consent.
- III. Susan Blose presented a motion to approve the Minutes from the May meeting (see Appendix), Frank Aiello seconded the motion. The motion was passed by unanimous consent.
- IV. No public comment
- V. Budget Hearing for Fiscal Year 2026-2027
 - A. Resolution to Adopt Budget and Set Millage Rate
David Blatt presented a motion to adopt the budget and set the millage rate, Susan Blose seconded the motion. There was discussion. The motion was passed with 6 members voting yes and 0 members voting no.
- VI. Library bills were presented by Director Boyer (See Appendix). Demetrhea Terrien presented a motion to pay the bills, Susan Blose 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).
Director Boyer noted that the recent invoice from the Outdoor Discovery Center (for the backyard project) will fully deplete the construction accounts. She is in process of closing out those accounts.
 - B. Profit and Loss Statement was presented by Director Boyer (see Appendix).
- VIII. The Librarian's Report was presented by Director Boyer (see Appendix).
Director Boyer noted that she added to the "Building and Grounds" category because the emergency lighting backup needs new batteries and the vestibule door handle broke off today. The quote for the new batteries is \$3,864. The door handle will need to be replaced. Demetrhea Terrien asked about the emergency lighting backup. Director Boyer explained it is only for when the power goes out. Demetrhea Terrien asked about the Tonieboxes. Director Boyer gave a brief demonstration. They are a screen free way for kids to listen to books. Susan Blose

asked about the hotspots. Director Boyer noted that we have a new policy that prevents patrons from abusing the system. Demetrhea Terrien asked about Polaris. Director Boyer explained it is the big software for libraries – the current one is called Sierra. This new system is owned by the same company, but it's cloud based. Lakeland has outgrown Sierra. Susan Blose asked if that includes a new app. Director Boyer said it's a different thing, but they probably will change the app as well. Frank Aiello asked if it's cheaper. Director Boyer said yes, but the migration is expensive. Lakeland is handling the migration, we pay dues to Lakeland. Sara Nelson asked about the Commercial Record. Director Boyer said the Library has gotten clear and cohesive articles so far. Susan Blose asked about the adult reading challenge. Marlee Hudson explained that it is a passive challenge that encourages patrons to read and get outside, rather than be on their phones. A FOL tote bag filled with goodies is the prize, which will be given to the winner in August.

IX. Committee Reports

A. Finance Committee met on June 5 to prepare budget proposal

X. Old Business – None

XI. New Business

A. Budget Amendments

Director Boyer went through the spreadsheet (see Appendix). Susan Blose asked about insurance. Director Boyer explained that property insurance, and workers comp and liability are under "Insurance", but health insurance is under "Payroll".

David Blatt presented a motion to accept the budget amendments for 2025-2026, Demetrhea Terrien seconded the motion. The motion was passed with 6 members voting yes and 0 members voting no.

B. Director's Performance Review

Sara Nelson said that last year she sent out a survey to the board members and shared the results with Director Boyer. She asked if she should do the same thing this year, and everyone agreed that would be good.

XII. Guest: Friends of the Library representative (Jess Gray)

- Gini Cooper retired from the board after 19 years. Kirstin Carr is the new board president, Christi Allen is vice president and in charge of membership, Jess Gray is secretary, and Janet Eder is treasurer.
- The Friends raised \$38,000 over the past fiscal year and have contributed over \$21,000 to the Library this year. They also have about \$69,000 in CDs ready to assist the Library with bigger projects in the near and distant future.
- The Friends are planning the Fall Fundraising dinner, which will likely be on a Tuesday in September and will be sit down at a local restaurant.
- The Silent Auction will be in November.

- They had about 40 people at the Ice Cream Social.

XIII. Next Meeting: August 5, 2026 at 7:00pm

XIV. Janice Krakowski presented a motion to adjourn, Frank Aiello seconded the motion.
Adjournment by unanimous consent at 7:58pm.