

Minutes January 16, 2024

Board of Trustees
T. A. Cutler Memorial Library
312 Michigan Ave.
St. Louis, MI 48880

Members present: Robin Hart, Cheryl Lombard, Mary Reed, Sue Vibber

Members excused absent: Holly Brannan-Harris

Also present: Library Director Jessica Little

Call to Order: Meeting was called to order at 5:00 p.m.

Agenda: The proposed agenda was reviewed. No changes were recommended. Robin Hart moved to adopt the agenda; Cheryl Lombard seconded. The motion passed.

Minutes: Minutes from the November 21, 2023, meeting were reviewed. Robin Hart moved the minutes be approved as presented. Sue Vibber supported; the motion passed.

Public Comment: None

Reports:

Librarian's Report: The librarian's report was reviewed. Attendance at the holiday open house was discussed. VITA Scan & Go service is scheduled for January 29 – April 4. February 3 is *Take Your Child to the Library Day*; discussion about possible activities was held. The Friends of the Library have a membership drive scheduled for February 14th.

Financial Report: The financial reports for November and December were reviewed. Cheryl Lombard moved and Robin Hart seconded to receive and place on file the reports.

Statistical Report: Statistical reports for November and December were reviewed. Statistics for the AWE learning stations were not available because the customer portal is down.

Old Business: There was no old business.

New Business: The board reviewed a communication from Hillary Kolb, a readjustment counselor for Veterans Affairs, regarding reserving the meeting room for remote/virtual meetings. After discussion, the consensus of the board is a virtual meeting qualifies as a group meeting under the existing room reservation policy.

The funds currently available for the library expansion project were reviewed. Initial steps, a prospective timeline of the project, and creation of a flowchart were discussed. Jessica will talk with staff about brainstorming needs, goals, and wants and then schedule a time to meet with the board to discuss. Ways to solicit public ideas and input were discussed in addition to the need for a site survey.

Announcements: There were no announcements.

Adjournment: Sue Vibber moved the meeting be adjourned; Robin Hart seconded. The meeting was adjourned at 6:04 p.m.

Minutes respectfully submitted in the absence of the secretary by the library director.

Mary Reed, President

Jessica Little, Library Director