

Minutes July 16, 2024

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

Members present: Robin Hart, Cheryl Lombard, Sue Vibber

Members excused absent: Holly Brannan-Harris, Mary Reed

Also present: Library Director Jessica Little

Call to Order: By consensus of the members present, Robin Hart served as Acting-President. Robin called the meeting to order at 5:00 p.m.

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

Minutes: Minutes from the May 21, 2024, meeting were reviewed. Cheryl moved that the minutes be accepted with an edit that the final sentence of the statistical report should state "Two Michigan Activity Passes were checked out in April." Sue seconded the motion with the recommended change. The motion passed.

Public Comment: None

Reports:

Librarian's Report: The librarian's report was reviewed. The following topics were discussed: the foam party kick-off event and subsequent summer reading program activities and attendance; the library's online public access catalog and a need to promote it to existing patrons; libraries that also serve as community centers or are housed in community centers; upcoming optional trustee training events; the push for municipalities, and libraries, to install EV charging stations.

Financial Report: The financial reports for May and June were discussed. Jessica mentioned the numbers for June are not final, because June 30th concluded the fiscal year and some expenses incurred in June still have payment pending. She will provide updated year-end financial statements in a couple of months as the City goes through its audit process.

Statistical Report: Statistical reports for May and June were reviewed. Statistics for the AWE learning stations were not available because the customer portal was down. Jessica will send compiled year-end statistics when available.

Old Business: Jessica said the library needs to pick an architect for the project soon. Possible ways of choosing an architect were discussed.

New Business: Cheryl moved, and Sue seconded, that the normal schedule of board meetings on the third Tuesday of odd numbered months at 5:00 p.m. be adopted for the fiscal year 2024-2025: July 16, 2024; September 17, 2024; November 19, 2024; January 21, 2025; March 18, 2025; and May 20, 2025. The motion passed.

Cheryl moved and Sue seconded that the slate of officers from 2023-2024 be reappointed to their positions for 2024-2025: Mary Reed, President; Holly Brannan-Harris, Vice President/Secretary; Sue Vibber, Treasurer. The motion passed.

Jessica discussed reasons to consider lowering the minimum age for acquiring a library card from five-years-old to three-years-old, to coincide with the ages for early literacy programming. After discussion, the board indicated they are in favor of making this change when the policies are next revised.

Announcements: Jessica announced the children's summer reading program wrap-up party is July 25, 2024, at 2:00 p.m. and the board would be very welcome to attend and assist with refreshments or games.

Adjournment: Sue Vibber moved the meeting be adjourned; Cheryl Lombard seconded. The meeting was adjourned at 6:02 p.m.

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

Robin Hart, Acting President

Jessica Little, Library Director