

## Minutes March 18, 2025

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: Mary Reed

Also present: Library Director Jessica Little

**Call to Order:** By consensus of the members present, Robin Hart served as Acting-President. Jessica Little was designated to take minutes. The meeting was called to order at 5:03 p.m.

**Agenda:** The proposed agenda was reviewed. Sue Vibber moved to approve the agenda with the amendment that agenda item VII.A include discussion of the open officer position of Vice President/Secretary. Cheryl Lombard seconded the motion. The motion passed.

**Minutes:** Minutes from the January 21, 2025, meeting were reviewed. Cheryl Lombard moved the minutes be approved as presented. Sue Vibber supported; the motion passed.

**Public Comment:** None

### Reports:

Librarian's Report: VITA is popular. Take Your Child to the Library Day had low attendance, but better than last year. Digital materials continue to be popular. Many books have been donated for the Friends' book sale in April. The Gratiot County Library Board meets March 19 to authorize disbursement of millage funds. The Institute of Museum and Library Services, which helps fund MeLCat and the MeL databases, was directed in a recent EO to eliminate non-statutory programs. Jessica distributed a

statement she received from MLA regarding the EO and will update the board as more information becomes available.

Financial Report: The financial reports for January and February were reviewed. The use of fund balance for expenses due to the millage revenues not being disbursed yet was discussed.

Statistical Report: Statistical reports for January and February were reviewed. Three class visits were canceled in January due to weather, which decreased programming statistics slightly. The children's early literacy computers are very popular.

**Old Business:** Jessica summarized the results of her queries to other libraries regarding space utilization studies and master plans. The proposal from C2AE for a Space Utilization Study was discussed. The scope of the proposal, the deliverables, and the cost were discussed and compared to the proposal from MCD Architects. The consensus of those present was to table the discussion until all seated board members are present. Increasing the frequency of board meetings to progress the project was discussed, as was establishing a steering committee that includes members of the public. The board members present requested a special meeting to be tentatively scheduled for April 1 at 5:00 p.m. pending confirmation that all seated board members could attend.

**New Business:** The board discussed possible candidates for the board vacancy. Jessica will ask interested candidates to contact City Clerk Jamie Long. The unfilled officer position of Secretary/Vice President was discussed. No action was taken at this meeting, and Jessica expressed willingness to take minutes as needed until the seat is filled and the officer selected.

Jessica conveyed a member of the public's desire to purchase a plaque to be hung in memory of her mother, who retired from the library after many years of service. Jessica is unaware of an existing policy for memorial plaques. After discussion, the board requested Jessica contact the patron and inquire if they would be willing to wait until the expansion project is finalized or completed since it is unknown how the layout will change, and that a formal procedure be drafted and adopted regarding memorial plaques.

The library's draft list of goals and projects (recently achieved, current, and future) was reviewed. Jessica discussed how the amended Earned Sick Time Act, the new minimum wage schedule, and the increase in demand for digital materials could affect next year's budget. The board discussed current part-time compensation in light of the new minimum wage schedule and expressed desire that the budget for next fiscal year be drafted with proposed increases to salary and wages as necessary to retain highly skilled employees.

**Announcements:** Jessica said the Friends of the Library book sale will begin on April 9 for members of the public. The library will be closed April 19 and 20 in observance of Good Friday and the Easter holiday.

**Adjournment:** Cheryl Lombard moved the meeting be adjourned; Sue Vibber seconded. The meeting was adjourned at 6:39 p.m.

Minutes respectfully submitted by the library director, due to the current vacancy of the board secretary position.

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Mary Reed, President

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Jessica Little, Library Director