

## Minutes January 21, 2020

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

Members present: Holly Brannan-Harris, Theresa Jewell, Amanda Kelly, Michelle Kelly, Mary Reed

Members absent: none

Also present: Library Director Jessica Little, Kevin Mann of Mann Painting

**Call to Order:** Meeting was called to order at 4:58 pm

**Minutes:** Reading of the minutes from the November meeting. Amanda Kelly proposed the minutes be accepted, the motion was supported by Michelle Kelly; motion passed.

**Public Comment:** None

**New Business:** Kevin Mann of Mann painting brought samples for paint, cupboards and countertops. He explained the projects materials required and work schedule for the library update. After some discussion of floor and counter treatments it was decided that some different samples would be supplied for the board to choose from.

### **Reports:**

Librarians Report: The city will be providing training for all employees on procedures for an active shooter event. The library may need to close for the portion of the training that will take place on location. The VITA tax assistance service is set up to serve the public at the library and will soon start making appointments for tax season.

Financial Report: The final year-end financials were reviewed.

Statistical Report: Jessica noted that patron usage of the library wifi has increased by fifty percent.

**Old Business:** Theresa Jewell reported back on the information she received from the high school woodshop instructor. They can construct the end and coffee tables within the budget for these pieces. The board approved the commission.

**New Business:** There was discussion of subscribing to the RB Digital Unlimited Audiobooks service. Jessica brought up the possible need to make adjustments to the library staffing. Holly Brannan-Harris proposed that a vote to add a full-time position would be pending upon approval by the city finance manager and applications from a qualified candidate. The motion was supported by Michelle Kelly; motion passed.

**Announcements:** None

**Adjournment:** The meeting was adjourned at 5:56

Minutes respectfully submitted

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Mary Reed, President

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Holly Brannan-Harris, Secretary

## Minutes May 19, 2020

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

Meeting conducted by conference call

Members present: Holly Brannan-Harris, Theresa Jewell, Amanda Kelly, Mary Reed

Members absent: Michelle Kelly

Also present: Library Director Jessica Little

**Call to Order:** Meeting was called to order at 5:02 pm role call taken

**Minutes:** Reading of the minutes from the January meeting. Amanda Kelly proposed the minutes be accepted, the motion was supported by Theresa Jewell; motion passed.

**Public Comment:** None

### **Reports:**

Librarians Report: The new furniture for the library reading room is on hold until Phil Maxwell can get the project restarted.

Financial Report: Financial reports were reviewed, an update has been delayed by the shutdown for Covid 19.

Statistical Report: The statistics were atypical due to library closure; Jessica has been helping patrons with accessing e-books through digital library services.

**New Business:** The proposed budget for the 2020-2021 fiscal was reviewed. The projections for expenditures and revenue will be adjusted for the shutdown. Any further adjustments can be made as needed; some items may be moved to the budget for the 2021-2022 fiscal year. Jessica is looking into funding for future library projects. Theresa Jewell made a motion to approve the proposed budget, the motion was supported by Amanda Kelly. A roll call vote was taken, decision was unanimous, motion passed.

This was followed by discussion of library procedures that will be adopted or changed when the library reopens. When the library reopens for curbside service there will be a standard policy of quarantining books that have been returned before they will be replaced in the collection. Jessica is researching protective equipment for library employees as well as working on transitions for all phases of operation in the future.

**Announcements:** None

**Adjournment:** The meeting was adjourned at 5:39

Minutes respectfully submitted

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Mary Reed, President

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Holly Brannan-Harris, Secretary

## Minutes July 21, 2020

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

Members present: Holly Brannan-Harris, Michelle Kelly, Mary Reed

Members absent: Theresa Jewell, Amanda Kelly

Also present: Library Director Jessica Little

**Call to Order:** Meeting was called to order at 6:00 pm

**Minutes:** Review of the minutes from the May meeting. Michelle Kelly proposed the minutes be accepted, the motion was supported by Holly Brannan-Harris; motion passed.

**Public Comment:** None

### **Reports:**

Librarians Report: Jessica reported that the library has been reopened to the public and is functioning well under the circumstances. The board is waiting for the financial report to be finalized. Numbers for the Summer Reading Program were low as a result of the shut-down. Jessica is planning to evaluate the potential for a winter reading program. Jessica is waiting for a reply on a grant application to Michigan Library Association.

Financial Report: During review of the financial reports Jessica noted that the millage revenue was for a higher amount than projected.

Statistical Report: Statistical averages were affected by the shut down; the library re-opened on June 22 so the statistics showed reflected only twenty-four days of library business.

**New Business:**

The schedule of meetings for the Board of Trustees for the 2020-2021 fiscal year were approved. Officers of the board were re-elected.

During discussion of the gazebo restoration a revised quote from Freed Construction was reviewed. A question was raised as to warranties on materials and labor in the quote. It was decided to seek out another quote for the project.

**Announcements:** None

**Adjournment:** The meeting was adjourned at 6:34 pm

Minutes respectfully submitted

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Mary Reed, President

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Holly Brannan-Harris, Secretary

## Minutes September 15, 2020

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

Meeting was conducted via teleconference

Members present: Holly Brannan-Harris, Theresa Jewell, Michelle Kelly, Mary Reed

Members absent: None

Also present: Library Director Jessica Little, St Louis City Manager Kurt Giles, and City Council members Roger Collison and Bill Leonard

**Call to Order:** Meeting was called to order at 5:02 pm

**Minutes:** Review of the minutes from the July 21 meeting. Michelle Kelly proposed the minutes be accepted, the motion was supported by Theresa Jewell; motion passed.

**Public Comment:** None

**Old Business:** The project bids for the gazebo repair project are on the agenda for the city council meeting. Kurt Giles provided input regarding the goals of the long-term project to sustain the structure. Roger Collison suggested that information about the history of the gazebo be incorporated into the project. Bill Leonard brought up the possibility of seeking more bids from other contractors. Kurt Giles stated the immediacy of the need to start repairs as soon as possible. Alternative options for funding were also discussed.

## Reports

Librarians Report: Jessica said that the library is slowly returning to predictable usage by patrons. She is hoping to promote Overdrive services when daily activity becomes higher.

Financial Report: The reports were reviewed, with Mary Reed noting that the new format is more detailed.

Statistical Report: Jessica is hoping to reinstate library programs as soon as possible, perhaps with a winter reading program or other incentive promotion.

**New Business:** Theresa Jewell stated that the new furniture for the library is back on schedule and should be in the library later this fall provided that the schools stay open. Jessica suggested an increase in library hours and a schedule change was made to add Saturday hours with the library open from 10 am to 1pm on Saturdays effective the first week in October.

**Announcements:** Mary Reed announced that Amanda Kelly was resigned from the library board; a new board member is being sought to fill the position.

**Adjournment:** The meeting was adjourned at 5:39 pm

Minutes respectfully submitted

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Mary Reed, President

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Holly Brannan-Harris, Secretary

## Minutes November 17, 2020

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

Meeting conducted via conference call.

Members present: Theresa Jewell, calling from St. Louis, Michigan; Mary Reed, calling from St. Louis, Michigan

Members absent: Holly Brannan-Harris, Michelle Kelly

Also present: Library Director Jessica Little

**Call to Order:** Meeting was called to order at 5:08 p.m.

**Minutes:** The minutes from the September meeting were reviewed. Mary Reed suggested that an abbreviated history of the gazebo be posted to Facebook and that a complete history be added to the library page on the future City website. It was also suggested the Gratiot County Herald might be interested in writing an article. Since there was not a quorum present, acceptance of the minutes was tabled until January.

**Public Comment:** None

### **Reports:**

Librarian's Report: The librarian's report included changes to the Open Meetings Act, the Friends of the Library book sale, the status of repairs to the gazebo, pending annual donations from Richard & Carol (Cutler) Thompson and Jim & Kay Pavlik, ongoing teen virtual programming, staffing changes, and technology purchases.

Financial Report: The financial reports for September and October were reviewed.

**Statistical Report:** Overall circulation and usage figures are down from the previous year. Interlibrary lending resumed mid-August and MeLCat usage figures rebounded quickly. Part of the decrease to circulation figures may be attributed to the quarantine period for physical items.

**Old Business:** Current hours of operation and procedures were discussed, especially computer usage and the typical length of a patron's visit to the library. The board requested Jessica email them if things change and she feels it is necessary to close the library to general entry so they can respond.

The open seat on the board was discussed. Jessica will speak with candidates to see if one of them would be interested in filling the seat.

**New Business:** The library's list of recent accomplishments and future projects for City Council's 2021 goal setting meeting was reviewed. Jessica also presented an update on her list of goals and projects for 2017-2020, indicating either the completion date of the goal or whether it was ongoing or on hold.

**Announcements:** Theresa announced the furniture constructed by the St. Louis Schools wood shop would probably be delivered in December.

**Adjournment:** Mary adjourned the meeting at 5:38 p.m.

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

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Mary Reed, President

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Jessica Little, Library Director