

Minutes

Library Board

January 16, 2007

Present: Peg Boyd, Dave McMacken, Linda Roberson, Bill Shrum

Absent: Holly Brannan Harris

Also Present: Kim White, Nancy Roehrs

Meeting called to order at 5:10 p.m.

Agenda

approved as presented.

Minutes of the November meeting

Motion to approve and place on file by Roberson, Support Shrum. Motion carried.

Reports

Kim reported that the statistics for the year so far are right on track with last year. No questions on the financial reports. Kim shared that today the library went live on MeLCat.

Old Business

Kim reported that so far, \$5,385 had been raised through the letter campaign.

Kim asked that the board approve the purchase of new computer furniture out of that money. She presented a quote from Library Design Associates. She spoke with Chris DeBear and asked him to find a less expensive alternative to the furniture on the library plan. He came through with a reduced price item which will match the existing circulation desk.

Motion to purchase the furniture as quoted by Library Design Associates by Shrum. Support Roberson. Motion carries.

The library millage was discussed. Nancy said that it is the intention of the council to include it in the budget planning. There will be a public hearing.

Kim discussed the future of the library cooperative. Should the Capital Library Cooperative merge with the Woodlands cooperative, she recommends that the Cutler Library join the White Pine Library Cooperative instead.

Five new computers have arrived as part of the Gates Foundation grant. They will be put out for the public when the new furniture arrives.

Books have been selected by Kim from the Libri Foundation Grant the library received. The Friends group made the required matching contribution of \$300. Dave asked that Kim express the gratitude of the Board to the Friends for their help. \$900 in new children's books will be arriving soon.

New Business

Kim spoke with Charlotte Simmons of the Breckenridge Library who said that the library would be reducing hours and cutting back on staff time as well as raising fines and fees due to dwindling revenue. Charlotte is interested in exploring the idea of becoming a district library at either the county level or with St. Louis.

Kim will try to set up another meeting with the Gratiot Librarians to further explore the issue. Dave suggested that a board member from each library be present as well.

Kim reviewed library policies and brought to the attention of the board a few changes to the Fine Policy. Kim asked that magazine fines be calculated at 10¢ per day overdue with a maximum overdue fine of \$2.00. Motion by Boyd to change the magazine policy to 10¢ per day overdue with a maximum overdue of \$2.00. Support by Roberson. Motion carries.

Kim also asked that a fine be instituted on unclaimed interlibrary loans. Some patrons have been abusing the ILL service by making requests which were then not picked up. With MelCat, Kim anticipates that this might become a greater problem. She suggested a \$1 fine on unclaimed ILL materials. Motion by Boyd to institute a \$1 fine on unclaimed ILL materials. Support by Roberson. Motion carries.

The city purchasing policy was discussed in relation to the recent misunderstanding regarding the purchase of a new copier by the library. Nancy explained the city policy and the proper Purchase Orders to use. She stated that Bob is in the process of revising the policy. She invited Kim to come to her office and go over the PO process. This policy will be addressed again by the Library Board when Bob completes the revision.

Announcements

Dave shared the news about the book signing held at the library on Saturday. He sold about 120 copies of his new book about Colonel Elwell's Castle. Also, 20 copies of the book about the Park Hotel were sold. The proceeds from the hotel book go to the library. Kim asked that the money raised from the sale on Saturday be used to supplement the redesign fund. Dave agreed that would be fine.

Adjournment

Meeting adjourned at 6:25 p.m.

Minutes respectfully submitted by Kim White

Dave McMacken, President

Kim White, Librarian

Library Board Meeting

March 13, 2007

5:00 P.M.

Present: Peg Boyd, Dave McMacken, Linda Roberson, Bill Shrum, Librarian White

Absent: Holly Brannan-Harris

Meeting called to order at 5:10 p.m.

A card was signed by all board members present and was given to Librarian White to have staff sign and send to the Alma library congratulating them on opening the new library building.

Minutes

Minutes of the previous meeting were reviewed. Peg pointed out a correction in old business. Discusses should read discussed. *Motion to approve by Boyd, support Shrum. Minutes approved.*

Reports

No questions on reports. Librarian White added that Pine River Township sent in a check for \$750 for library services.

Old Business

Librarian White reported that she is currently working on grants to help fund the redesign project. Grants include a Target Stores grant for storytime supplies and furnishings, A Gratiot Community Foundation grant, and a Dow Foundation grant. The Friends of the Library are still planning a fundraiser featuring a silent auction. Kim had an idea for a read-a-thon as a fundraiser the children could help with.

Due to cuts in state aid, the Capital Library Cooperative is facing a future in which it will not be able to operate. As a result, all member libraries are planning to withdraw and join other cooperatives. Librarian White has drafted a resolution for withdrawal (attached).

Motion by Roberson to adopt resolution to withdraw from Capital Library Cooperative.

Support by Shrum. Motion carried.

Librarian White asked that the Board authorize her to draft a letter requesting admission to the White Pine Library Cooperative.

*Motion to request admission to the White Pine Library Cooperative by Boyd, Support Shrum.
Motion Carried.*

New Business

No new business.

Announcements

Peg announced that she is looking forward to attending the Rural Libraries Conference in May with Librarian White.

Linda asked about the PLA scholarship and the May report. Kim noted that she and Jessica Little will attend the ALA Conference in June in Washington D.C. to fulfill their obligation to attend a national conference. She also said that Jessica will complete her first semester at Clarion in May and a disbursement for tuition reimbursement will be made then.

Minutes respectfully submitted by Kim White.

Dave McMacken, President Kim White, Library Director

T.A. Cutler Memorial Library

Library Board Meeting

May 15, 2007

Members present: Peg Boyd, Holly Brannan-Harris, Dave McMacken, Linda Roberson, Bill Shrum

Members absent: None

Also present: Library Director Kim White, Virginia McMacken

Meeting called to order at 5:07 by Dave McMacken

Minutes of the March 13th meeting were reviewed. Motion was made by Linda Roberson to accept the minutes; motion supported by Bill Shrum. Motion passed.

Public Comment: None

Reports: Financial reports from March were reviewed. April reports have not been submitted yet.

Old Business: Kim White reported that the fundraiser held by the Friends of the Library in April was a big success and brought in over \$1500.

New Business: Library budget was discussed. Funding still depends on the millage; a dollar amount will be available for the July meeting. Kim is looking into ways to save money for the library configuration by using volunteer labor for painting. Bill Shrum moved to accept the proposed budget. Motion supported by Holly Brannan- Harris; motion passed.

Also discussed was the ALA National Conference; registration for which is due by May 18. A motion was made by Dave McMacken for the library to provide reimbursement for travel and registration costs out of the PLA scholarship money and library account. Motion supported by Peg Boyd. Motion passed.

Kim White talked about the summer reading program. Participants will receive a pool pass when they have reached the halfway point and a beach towel upon completion of the program.

The T.A. Cutler Memorial Library is now joining the White Pine Library Cooperative upon the dissolution of the Capital Library Cooperative. Motion made by Peg Boyd to officially join the White Pine Cooperative. Support by Linda Roberson. Motion passed.

Announcements: Linda Roberson suggested that all library staff wear name tags and identify themselves when answering the phone. She also made a request for a list of new books to be posted.

Adjournment: Motion was made by Peg Boyd to adjourn, motion supported by Holly Brannan-Harris. Meeting adjourned at 5:48 p.m.

Minutes respectfully submitted by Holly Brannan-Harris

Dave McMacken, President

Holly Brannan-Harris, Secretary

Minutes
July 17, 2007

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

Members present: Peg Boyd, Holly Brannan-Harris, Dave McMacken, Linda Roberson and Bill Shrum

Also Present: Library Director Kim White

Meeting called to order at 5:07 p.m.

Agenda: Agenda accepted as presented.

Minutes: Minutes from the May meeting were reviewed; a motion was made by Bill Shrum to accept the minutes, motion supported by Linda Roberson, motion passed.

Public Comments: No public comment

Statistical and Financial Reports: Penal fine disbursements will be forthcoming in August; the projected amount is \$126,722.29. Monies from Jasper Township will also be coming in; the amount is approximately \$3,000.00.

Librarian's Report: Kim White had nothing to add to her written report.

Old Business: Kim White reported on her experiences at the ALA National Convention in Washington D.C. that took place in June

The T.A. Cutler Memorial Library is financially ready to start the redesign project; estimates for new carpet, paint and a library moving service still need to be obtained.

The summer reading program has 259 participants; to date 75 have completed. There are 32 teen participants in the teen reading program; to date 20 have completed.

New Business: Motion was made to approve the 2007/2008 Board of Trustees meeting schedule; Holly Branna-Harris moved to accept the schedule as presented; motion was supported by Bill Shrum, motion passed. The schedule is as follows: 9/18/07; 11/20/07; 1/15/08; 3/18/08; 5/20/08.

In the election of officers, a motion was made by Bill Shrum to reinstate the current slate of officers for another one year term. After a consensus that all current officers agreed to do so, the motion was supported by Peg Boyd; motion passed.

Personnel policy was tabled until the next meeting

Library card policy was tabled pending the Michigan Supreme Court decision that would indirectly affect policy.

Review of memorandum from city manager regarding salary from Kim White; a motion was made by Peg Boyd to upgrade her pay scale as recommended; motion was supported by Bill Shrum; meeting adjourned at 6:10 p.m.

Minutes

September 18, 2007

T. A. Cutler Memorial Library
Board of Trustees

Members present: Holly Brannan-Harris, Dave McMacken, Linda Roverson

Members absent: Peg Boyd, Bill Shrum

Also present: Library Director Kim White and St. Louis City Manager, Bob McConkie

Meeting called to order by Dave McMacken at 5:02 p.m.

Minutes: Minutes from July 17 meeting were reviewed; a motion was made by Linda Roberson to approve the minutes, motion supported by Holly Brannan-Harris; motion passed.

Public Comment: No public comment

Statistical and Financial Reports: Financial reports were discussed with Bob McConkie; Kim White requested a definition of the line item "Fund Balance" as applied to library accounting as well as official uses for money in fund balance. A special meeting was scheduled for Tuesday, October 16 at 5:00 to review updated financial reports forthcoming from the City of St. Louis.

Librarian's Report: Kim White discussed the fact that school visits have restarted; and story hour is now taking place every Tuesday. Cleaning staff has been hired to work 5 hours per week. Brian Sitler from the White Pine Library Co-op met with Kim White and helped her to run numbers that provide in-depth information on library services.

Old Business: The planned reconfiguration for the library includes replacing carpet, the board looked at carpet samples as well as photos of the redesign project carried out by Library Design Associates at the Clio Public Library's children's area. Adjustment of the library card policy was tabled until a full board would be present to vote.

New Business: The T. A. Cutler Library is eligible for another Gates Foundation grant; it is possible that the grant could provide for the purchase of one to five new computers.

Adjournment: A motion was made by Linda Roberson to adjourn the meeting, motion supported by Dave McMacken; meeting adjourned at 6:34

Minutes respectfully submitted

Dave McMacken, President

Holly A. Brannan-Harris, Vice President/Secretary

Minutes November 20, 2007

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

Members present: Peg Boyd, Holly Brannan-Harris, Dave McMacken and Linda Roberson
Members absent: Bill Shrum

Also present, Library Director Kim White and St. Louis City Clerk Nancy Roehrs

Meeting called to order by Dave McMacken at 5:00.

Minutes The minutes from the October 16 meeting were reviewed. A motion was made by Linda Roberson to accept the minutes; motion was supported by Peg Boyd, motion passed.

Public Comment None

Old Business Nancy Roehrs explained line items from the balance sheet of the financial report pertaining to funding for the redesign project. Ways to cut back on the cost of the project were discussed. The library has received one quote for the painting project; Percha Paints of Mt. Pleasant gave a price quote of \$3,500.00. The possibility that the project could be accomplished with volunteer labor was brought up for consideration. Kim White informed the board that during the library closure state and federal tax forms will still be available as usual to the public in the library entry. Interlibrary loan service will remain in service with items held for pickup after the reopening. Formerly located in the entry, lists of building project donors will now be available in a Memorial Book located in the library history section.

New Business Discussion of change of venue and date for the January 2008 Board of Trustees meeting; which is scheduled concurrent with the redesign project.

Librarian's Report Friends of the Library have elected new officers; \$300.00 was raised during the book Sale. State aid payment may be delayed due to a problem with the automated filing system.

Announcements Peg Boyd's term on the board is due to expire

Adjournment A motion was made by Peg Boyd to adjourn; meeting adjourned at 6:07

Minutes respectfully submitted

Dave McMacken, President

Holly Brannan-Harris, VP/ Secretary