

## **Minutes January 15, 2008**

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

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

Members absent: None.

Also present: Library Director Kim White

Meeting called to order by Dave McMacken at 5:04 p.m.

**Minutes:** The minutes from the November 20 board meeting were reviewed. A motion was made by Bill Shrum to accept the minutes as presented; motion was supported by Linda Roberson; motion passed.

**Public Comment:** None

**Reports:** Kim White had nothing to add to the printed reports

**Old Business:** Kim White reported that the redesign project was running two days ahead of schedule at least until the week of 1/21 when the carpet is due to be installed. The possibility exists that the library reopening may occur ahead of schedule.

**New Business:** Discussion of the Gwendell Newman portrait that has hung in the library for many years; the portrait requires too much wall space, making it incompatible with the redesigned library and also has some mildew damage that will be costly to repair. Dave McMacken has suggested that since no one knows how the library acquired it, the portrait should be returned to its last known home, the Boyer residence, on the contingency that if the rightful owner should reclaim it that it should be returned to such party. A motion was made by Peg Boyd to return the painting, the motion was supported by Bill Shrum, motion passed. Three watercolor paintings have been donated to the library from Dorothy Marzoff. These paintings are approximately one hundred years old and feature landscapes of the city of St Louis.

**Announcements:** None

**Adjournment:** Peg Boyd moved to adjourn, meeting adjourned at 5:50

Minutes respectfully submitted

---

Dave McMacken, President

---

Holly Brannan-Harris, Secretary

**Minutes**  
**March 18, 2008**  
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 Bill Shrum

Members Absent: Linda Roberson

Also Present: Library Director Kim White

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

**Minutes:** Minutes of January 15, 2008 meeting were reviewed; a motion was made by Bill Shrum to accept the minutes as presented, motion supported by Peg Boyd, motion passed.

**Public Comment:** None

**Reports:** The librarian's report contained much positive feedback from the public about the redesign project and Kim described the events at the Library Directors of Michigan summit. Financial reports were looked over, budget amendments were not yet available and information on the White Pine Co-op was also reviewed.

**Old Business:** Discussion of the competed redesign project; Kim White reported that she had not yet received any word from the Dow Foundation about the grant proposal.

**New Business:**

- A. The budget was presented for approval; review of projected revenues and expenses; Kim White reported an expected 2% increase in tax revenues; information for penal fine revenues is not yet available. A motion to approve the budget was made by Bill Shrum, the motion was supported by Holly Brannan-Harris; motion carried.
  
- B. Kim White explained the proposal made by the Library of Michigan to replace the state's current model for library funding. A motion was made to support the Michigan Library Co-operatives opposition to the proposed model by Bill Shrum; motion was supported by Peg Boyd, motion carried.
  
- C. Discussion of changes in administrative rules proposed by the Michigan Department of History and Libraries.

After conclusion of above new business the meeting was closed to board members only for discussion of annual performance evaluations.

Adjournment: a motion was made to adjourn by Bill Shrum, motion supported by Peg Boyd, meeting adjourned at 6:41.

Minutes respectfully submitted

---

Dave McMacken, President

---

Holly Brannan-Harris, Secretary

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

**Minutes  
May 20, 2008**

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

Members absent: none

Also present: Library Director Kim White and Stewart McDonald

**Call to Order:** Meeting called to order at 5:00 p.m. by Dave McMacken

**Minutes:** The minutes of the March 18 meeting were reviewed; a motion was made by Bill Shrum to accept the minutes as presented; motion supported by Linda Roberson, motion carried

**Public Comment:** None

**Stewart McDonald:** Candidate for Gratiot County District Court judge Stewart McDonald met with the board and discussed penal fines and their importance in the revenues for public libraries.

**Reports:** Financial and statistical reports were looked over; no points were brought up for discussion.

**Old Business:** The St. Louis City Council budget meetings were set to take place at 7:00 p.m. on May 20.

The Integrated Library System used by the library is becoming obsolete as the Windows XP operating system is being phased out. Kim White recommended the Autographics VERSO operating system. The cost for this service is double the price of the one currently in use, but since VERSO also provides tech support and services the overall costs should be equalized. Bill Shrum made a motion to authorize the purchase of the VERSO system; motion supported by Linda Roberson, motion carried.

**New Business:** Kim White stated that she and City Manager Bob McConkie were working together on drafting a proposal to the townships to contract services that would provide funding; this agenda item was tabled until Bob McConkie would be able to meet with the board.

A letter received from a library patron questioning the placement of GQ magazine on the library shelves was read and discussed. It was agreed that the publication in question was not of a nature to be considered indecent by the majority of the public and that it should remain available to the public. Holly Brannan-Harris proposed drafting a letter from the board to respond to the individual.

**Announcements:** None

**Adjournment:** Motion was made by Peg Boyd to adjourn; meeting adjourned at 6:02.

Minutes respectfully submitted;

---

Dave McMacken, President

---

Holly Brannan-Harris, Secretary

Minutes  
Library Board Meeting  
July 15, 2008

Present: Dave McMacken, Linda Roberson, Bill Shrum, Peg Boyd.  
Also Present: Librarian Kim White, Kristin Bakker  
Absent: Holly Brannan Harris

Meeting called to order by Dave McMacken at 5:06 p.m.

### **Minutes**

Minutes of the May meeting were reviewed. Motion to approve the May minutes by Boyd, support Roberson. Motion carried.

### **Public Comment**

The board welcomed Kristen Bakker, candidate for Gratiot County District Court Judge. Mrs Bakker spoke to the board of her experience and her thoughts on issues related to public libraries in Gratiot County.

### **Reports**

The library board commented that the Friends of the library should consider charging more for tickets to the Church Castle tour coming up in September. A cost of at least \$10.00 was suggested. Kim will let the Friends Board know about the suggestion.

### **Old Business**

Library staff is working with Auto Graphics to prepare to install the new ILS – AGENT VERSO. Things are in the early stages, but are going smoothly so far. Kim hopes the new system will be up and running by fall.

Due to the unexpected \$18,000 shortfall in penal fine revenue for the current fiscal year, Kim suggested to the board some areas to cut in the library budget. The board unanimously agreed that action must be taken. Kim suggested some cuts in the book, media, supplies, and staff budgets. She also suggested closing the library on Saturdays in summer (June- September) starting this August and closing Wednesday and Friday at 5 p.m. Motion by Shrum to adjust budget according to the penal fine reduction and to cut hours by closing on Saturdays through the last Saturday in September and Wednesday and Friday evenings at 5 p.m. Support Boyd. Motion carries.

The Board also discussed the need to consider asking for 1 additional mil for library operations as penal fines continue to be an unreliable source of funding.

### **New Business**

No new business was discussed.

**Announcements**

The library board would like the 2 dead shrubs on the east end of the library to be removed as soon as possible. Kim commented that several patrons have complained to her directly and to members of the Friends. Kim said that she has spoken with Mark Abbott of the DPW several times about the shrubs and the tree that needs trimming on the west end of the library. Mark has agreed to do the work repeatedly, but has not sent a crew to actually do it. Kim will contact Bob McConkie regarding the matter.

Peg Boyd commented on how lovely the gardens look. She will contact Doris Brondstetter and express her appreciation of the work she does to keep the memorial garden looking nice.

Meeting adjourned at 6:20 p.m.

Minutes respectfully submitted by Kim White, Library Director in the absence of the board secretary.

---

Dave McMacken, President

---

Holly Brannan-Harris, Secretary.

## Minutes September 16 2008

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

Members present: Holly Brannan-Harris, Dave McMacken, Linda Roberson  
Members absent: Peg Boyd, Bill Shrum  
Also present: Library Director Kim White

Meeting called to order by Dave McMacken at 5:12

**Minutes:** Minutes from the July 15, 2008 board meeting were reviewed. Linda Roberson moved to accept the minutes as presented, motion supported by Holly Brannan-Harris, motion passed.

**Public Comment:** None

**Reports:** No financial reports were available yet. Kim White reported that the library would close on October 16 and 17 for staff training.

**Old Business:** Possible revenues from the townships are still unresolved. The library is in the process of switching the computers over to the Verso database.

**New Business:** Kim White explained expenses incurred in servicing the prisons with interlibrary loans and possible ways to recoup.

**Announcements:** None

**Adjournment:** A motion was made by Holly Brannan-Harris to adjourn, motion supported by Linda Roberson. Meeting adjourned at 5:48

Minutes respectfully submitted

---

Dave McMacken, President

---

Holly Brannan-Harris, Secretary

Minutes  
Library Board  
November 18, 2008

Present: Librarian Kim White, Dave McMacken, Linda Roberson  
Absent: Bill Shrum, Holly Harris, Peg Boyd

Meeting called to order at 5:10 p.m. There is no quorum for the meeting. All items requiring a vote are tabled until the January meeting.

No public was present.

Kim will send a not to Stewart McDonald congratulating him on his election win.

Reports were discussed.

The Friends of the library held a book sale last week and made just over \$200.

Kim reported that the AG VERSO system is in place and that the plan is to start using it in December.

Kim reported that the prisons (mainly MMCF) are still borrowing a huge number of books through interlibrary loan- about 30-50 books every 2 weeks in addition to the books borrowed from our library. Kim thinks that the prison should compensate us in some way for the service. She will contact the prison regarding this and we will take up the issue again in January.

There is a hearing on new state aid rules in Lansing on Monday, November 24, 2008. Kim plans to attend if the schedule allows.

The Dow Foundation grant should be distributed to the library sometime in December.

Kim announced that the staff holiday luncheon will be held on Tues, Dec 23 at 2:00 p.m. The library will close at that time for the Christmas holiday. Library will be closed Dec, 24, 25, 31 and Jan 1.

Kim noted that some policies will need to be addressed at the January meeting.

Meeting adjourned at 5:50 p.m.

Minutes respectfully submitted by Kim White in the absence of the secretary.

---

Dave McMacken, President

---

Kim White, Librarian