

## Minutes January 20, 2009

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

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

Also present: Interim Library Director Jessica Little and City Manager Bob McConkie

Meeting called to order at 5:03 by Dave McMacken

**Minutes** from the November 18 and December 9 2008 meetings were reviewed: Bill Shrum made a motion to accept the minutes as presented, motion was supported by Holly Brannan-Harris. Motion passed.

**Public Comment:** None

**Reports:** Financial and statistical reports were reviewed

**Old Business:** Agent VERSO is up and live; allowing patrons to access their accounts via the internet. Jessica has planned a series of instructional workshops for patrons interested in learning to use the system.

Mid Michigan Correctional Facility has suspended its inter-library loans until May.

The State of Michigan has changed its guidelines for state aid and Jessica and one other library employee will need to complete certification in order to comply.

The grant from the Dow Foundation has been received and will be used to purchase a computer workstation, a component for the circulation desk and a bulletin board for the children's area.

**New Business:** After an item by item review of modifications to library policy Linda Roberson moved to adopt revised policies of January 2009, motion was supported by Bill Shrum. Motion passed.

Scheduling of 2009 Board of Trustees meetings as follows:

January 20, March 17, May 19, July 21, September 15, November 17

**Adjournment:** Meeting adjourned at 5:56

Minutes respectfully submitted:

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Dave McMacken, President

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Holly Brannan-Harris, Secretary

# Minutes March 17, 2009

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

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

Members absent: Bill Shrum

Also present: Interim Library Director Jessica Little

Meeting called to order at 5:01 by Dave McMacken

**Minutes** from January 20<sup>th</sup> meeting were reviewed, Peg Boyd made a motion to approve the minutes, the motion was supported by Linda Roberson, motion passed.

**Public Comment:** none

**Reports:** Jessica stated that the library is looking for local artists to participate in the summer reading program; the theme of which will emphasize the creative and performing arts. Financial reports were tabled until review of budget under New Business. Statistical reports show that computer use has increased from last year and Jessica said that she and the library staff had received many positive reactions to the Verso system.

**Old Business:** The library is still waiting for the delivery of the circulation desk component and the computer table purchased with the Dow Foundation Grant, Jessica says that she is waiting until the table arrives before ordering new computers.

**New Business:** Jessica reported that due to the decreased revenue from penal fines the library needs to cut its budget by \$35,000.00 for the remainder of the 2008-2009 fiscal year. She presented the board with a budget worksheet and reviewed proposed budget cuts. A combination of eliminating cleaning service, reducing the price of acquisitions and reduced hours will represent the budget cuts. Following was a review of periodicals that would be discontinued as well as a discussion on patron sponsorship of books and magazines. Holly Brannan-Harris moved to accept the proposed budget; the motion was supported by Linda

Roberson, the motion passed. Peg Boyd made a motion to hire Jessica Little as the permanent library director effective July 1, 2009, the motion was supported by Dave McMacken, the motion passed.

**Adjournment;** A motion was made by Peg Boyd to adjourn, meeting adjourned at 6:11

Minutes respectfully submitted,

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Dave McMacken, President

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Holly Brannan-Harris, Secretary

## Minutes 5/19/2009

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

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

Meeting was called to order at 5:01 by Dave McMacken

**Minutes:** Minutes from the March 17, 2009 meeting were reviewed. A motion was made by Linda Roberson to accept the minutes as presented. The motion was supported by Bill Shrum; motion carried.

**Public Comment:** None

**Reports:** The librarians report was given by Jessica Little; the Friends of the Library raised \$520 from their April book and bake sale. The last component for the circulation desk and the computer table have arrived and been put to use. She put in a request for a summer youth worker. The library is ready for the summer reading program and has received \$715 in donations to date. The financial report was tabled until the city has finished the budget for the 2009-2010 fiscal year. In the statistical report Jessica stated that the library is getting record registrations and computer users continue to increase.

**Old Business:** The budget is waiting approval pending the release of the 2009-2010 budget from the City of St. Louis

**New Business:** Information on the service agreement with the White Pine Library Cooperative was reviewed. A motion to accept the agreement was made by Linda Roberson, the motion was supported by Bill Shrum; the motion was passed. A service agreement has been submitted to Bethany Township and Jessica is awaiting approval and will have the city attorney check the agreement before submitting to the board for approval.

**Announcements:** Linda Roberson shared her account of visiting a library in Thousand Oaks California and that libraries policy on letting visiting patrons use the computers.

**Adjournment:** A motion was made by Bill Shrum to adjourn; the meeting was adjourned at 5:48.

Minutes respectfully submitted

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Dave McMacken, President

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Holly Brannan-Harris, Secretary

## Minutes 7/21/2009

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

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

Meeting was called to order at 5:03 by Dave McMacken

**Minutes:** Minutes from the May 19<sup>th</sup> meeting were reviewed. A motion was made by Linda Roberson to approve the minutes as presented, the motion was supported by Bill Shrum. Motion carried.

**Public Comment:** None

### **Reports:**

Librarian's report: Jessica reported that Bethany Township has signed a service agreement and have sent the library a check for \$759.00

Financial report: The library is waiting for the City of St Louis to send the information for the new fiscal year.

Statistical report: The summer reading program and the year end statistics were reviewed.

**New Business:** After a discussion of the library's security needs and a quote from a security company; a motion was made by Bill Shrum to approve the purchase of a security system for the library, motion supported by Linda Roberson. The board then evaluated the need for an official policy pertaining to crimes committed on library property. The board members concluded that since a discretionary policy was already in place regarding the patrons that any crimes committed on library property should be evaluated on a case-by-case basis.

**Announcements:** None

**Adjournment:** A motion was made by Holly Brannan-Harris to adjourn, meeting was adjourned at 6:02

Minutes respectfully submitted

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Dave McMacken, President

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Holly Brannan-Harris, Secretary

## Minutes 9/15/09

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

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

Meeting was called to order at 5:07 by Dave McMacken

**Minutes:** Minutes of the July 21 meeting were reviewed. A motion was made by Linda Roberson to accept the minutes as presented, motion supported by Dave McMacken; motion carried.

**Public Comment:** none

**Reports:** Jessica went over the Librarian's report updating the board about staff, library programs and the Governor of Michigan's executive order and amendments in regard the elimination of the Department of History, Arts and Libraries. Statistical and financial reports were reviewed.

**Old Business:** Jessica reported that the new security system has been installed and is in working order. A motion was made by Peg Boyd to create a policy dealing with crimes committed on library property, motion was supported by Holly Brannan-Harris; motion passed.

**New Business:** The library is holding a staff in-service day on Wednesday, October 14, for which the library will be closed. Jessica has also scheduled a carpet cleaning for that day. Discussion of extending the contract with AutoGraphics, the contractor providing the libraries integrated system. A motion was made by Holly Brannan-Harris to extend the contract, the motion was supported by Peg Boyd; motion carried. Jessica introduced some information on the Universal Service Fund as a potential way to save money on communications costs and will report her findings to the board at a subsequent meeting.

**Announcements:** Dave McMacken is scheduled to speak on a panel for authors of local and family history books at the Hoyt Library in Saginaw.

**Adjournment:** Motion was made by Linda Roberson to adjourn the meeting, the motion was supported by Peg Boyd; meeting adjourned at 5:43

Minutes respectfully submitted

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Dave McMacken, President

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Holly Brannan-Harris, Secretary

## Minutes 11/17/09

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

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

Also present: Jessica Little, Library Director and Richard Mayes

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

**Minutes:** The minutes from the September 15 meeting were reviewed by the board; a motion was made by Bill Shrum to accept the minutes as presented, the motion was supported by Peg Boyd; motion passed.

**Public Comment:** Richard Mayes made a request to the board that his library internet privileges be reinstated after suspension for infractions of the internet use policy. The board discussed the case and all members present were in agreement that his privileges be reinstated.

**Reports:** The Librarian's Report disclosed that the internship through the Michigan Works program will be extended through May. The library has seen increased participation in both the book discussion group and the children's story hour. The October 27 program jointly sponsored with the Alma Public Library was a success and there may be plans for more cooperative programs in the future. Jessica is researching ways to make the front door of the library automated for handicap accessibility. The Financial Report and Statistical report were also reviewed by the board.

**Old Business:** Auto Graphics had released the Illuminar site for use by the library. The library has funds from the Dow Grant to pay for the handicap accessibility automatic door.

**New Business:** The library has set the hours for the Christmas and New Years holidays. The library will be closed on December 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, and January 1<sup>st</sup> and 2<sup>nd</sup>.

**Announcements:** None

**Adjournment:** A motion was made by Holly Brannan-Harris to adjourn; the meeting was adjourned at 5:52

Minutes respectfully submitted

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Dave McMacken, President

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Holly Brannan-Harris, Secretary