

Minutes May 16, 2023

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

Members present: Holly Brannan-Harris, Robin Hart, Cheryl Lombard Mary Reed, Sue Vibber

Also present: Library Director Jessica Little

Call to Order: Meeting was called to order at 5:00 pm

Minutes: Review of the minutes from the March meeting. Cheryl Lombard proposed the minutes be approved with amendments; the motion was supported by Sue Vibber; motion passed.

Public Comment: None

Reports

Librarian's Report:

The library has promotional materials supporting the Summer Reading Program to be placed downtown and in other locations. The new AWE computers are set up and ready for patron usage. TrafSys will be installed and running by the end of the fiscal year. The County Library Board met on March 29 to approve the millage disbursements. The jigsaw puzzle collection is popular and is gaining donations. The Friends of the Library book sale in April made approximately \$600. The volunteers for I Love My City did an excellent job on the groundskeeping project. Jessica attended the White Pine Library Co-op meeting on April 26.

Financial Report:

Financial reports were reviewed; Jessica noted that the line item for interest earned is greater than it has been in the past.

Statistical Report: Statistics show that there has been an increase in new patrons signing up for library cards.

Old Business

The revisions to the 2022-2023 budget were reviewed.

Jessica explained adjustments to various line items to accommodate changes in revenue and expenses by month from year to year. A cost of living pay increase of 2% to 5% for library employees has been recommended..

New Business:

The current policy for loan of internet hotspots has a one week wait period before checking out; the possibility of changing to a two week wait period was discussed. There may also be changes to the policy for patrons who have failed to return the hotspots on time. Due to demand, the library may purchase two more hotspots for patron loans.

Library hours for the Independence Day holiday have been set: The regular hours will be shortened to close at 5:00 pm on Monday July 3, with the library closed on Tuesday July 4 and re-opening with regular hours on Wednesday July 5..

The current RIDES delivery schedule is Monday, Tuesday and Thursday. The library has the option to drop down to only 2 days per week for delivery. The cost would drop from \$2,571.93 annually to \$1,741.14.

A motion was made by Holly Brannan-Harris to recommend the 2023-2024 budget to City Council for approval. The motion was supported by Sue Vibber; the motion passed.

Announcements: None

Adjournment: Meeting was adjourned at 6:00

Minutes respectfully submitted

Mary Reed, President

Holly Brannan-Harris, Secretary