

## Minutes July 18, 2023

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

Members present: Robin Hart, Cheryl Lombard, Mary Reed

Members absent: Holly Brannan-Harris, Sue Vibber

Also present: Library Director Jessica Little

**Call to Order:** Meeting was called to order at 5:10 p.m.

**Agenda:** The proposed agenda was reviewed. No changes were recommended; the agenda was adopted.

**Minutes:** Minutes from the May 16<sup>th</sup> meeting were reviewed. Robin Hart moved the minutes be approved as presented. Cheryl Lombard supported; the motion passed.

**Public Comment:** None

### **Reports:**

Librarian's Report: The librarian's printed report was received.

Financial Report: May and June's financial reports were reviewed. Formatting and depth of the reports, the cost of the Morning Sun subscription, and the utility bill line item were discussed. Cheryl moved and Robin seconded to receive and place on file the reports.

Statistical Report: Statistical reports for May, June and the 2022-23 fiscal year were reviewed. Jessica provided statistics for the AWE learning stations, which were not available when the board packet was printed: from May 12-31 there were 1185.83 minutes of usage from activity on 10 of the 15 days; from June 1-30, there were 3306.82 minutes of usage from activity on 22 of the 26 days.

**Old Business:** A revision to the Theodore Austin Cutler Memorial Library Lending Guidelines was presented, including changing the waiting period between check-outs to two weeks and adding a bullet point outlining procedure if a patron fails to comply with the lending guidelines. After discussion, Cheryl Lombard moved to accept the amended guidelines. Robin seconded the motion. The motion passed.

**New Business:** The schedule of normal meeting dates for the 2023-24 fiscal year was presented: July 18, 2023; September 19, 2023; November 21, 2023; January 16, 2024; March 19, 2024; and May 21, 2024. Robin Hart moved to adopt the schedule of meeting dates. Cheryl Lombard supported the motion; the motion passed.

Election of officers for the 2023-24 fiscal year was discussed. Robin moved to reelect Mary Reed to the position of president, Holly Brannan-Harris to the position of Vice-President/Secretary, and Sue Vibber to the position of Treasurer. Cheryl Lombard seconded the motion. The motion passed.

A Revocable License for Use of Property Granted to U.S. Department of Veterans Affairs by Readjustment Counseling Service, Saginaw Vet Center #433 was presented. Jessica provided the information that Readjustment Counseling Service wishes to use the library meeting room on Saturday to provide free services to veterans. They provide these services during the week at the Hero Center on Michigan Avenue, but are seeking an alternative location for Saturday. Jessica stated their use of the room as described falls within the library's meeting room use policy, and that she discussed reserving the room on a three-month basis with option to renew for additional three-month periods as long as there are no conflicts or requests for the same day/time from other eligible organizations. The term of the license is from 7/1/2023 to 7/1/2026, and can be revoked at will at any time with 30-day advance notice. Robin Hart moved to authorize Jessica Little to sign the license. Cheryl Lombard seconded the motion. The motion passed.

**Announcements:** There were no announcements.

**Adjournment:** Robin Hart moved the meeting be adjourned at 6:26 p.m. Cheryl Lombard supported the motion. The meeting was adjourned.

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