

## Minutes September 19, 2023

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

Members present: Holly Brannan-Harris, Cheryl Lombard, Sue Vibber

Also present: Library Director Jessica Little

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

**Minutes:** After a review of the minutes from the July meeting a request was made to include the March 19 2024 board meeting that was accidentally omitted from the 2023/2024 schedule. Cheryl made a motion to accept the minutes with the requested change, the motion was supported by Sue; motion passed.

**Public Comment:** None

### Reports

Librarian's Report:

Jessica reported that the Hotspot Mobil 1 beacon portal still needs to be restored. The Veterans Center used the library meeting room on August 21. The Friends of the Library book sale is scheduled for October 18 through October 21. The patron usage of Hoopla has been disappointingly low and the library intends to promote it more in the future. Mr Dunbar expressed approval for the repairs to the gazebo and offered to help with the cost, remitting a check for \$15,000.00 to the library. Jessica assisted the city with the development of the online form for the library website.

**Financial Report:**

Financial reports were reviewed.

**Statistical Report:** Participation in the Summer Reading Program increased from 2022. There has been a good amount of usage on the computer dedicated to early literacy.

**New Business:**

The library will offer VITA Scan and Go income tax assistance in 2024 similar to the program offered in 2023.

Due to staff training, the library will be closed on October 24.

The library has plans to partner with Michigan Works Youth Training program. After a positive experience in 2008-2009 Jessica is looking to work with a young adult seeking work experience and acquiring job skills for future success. This worker would help to cover afternoon shifts to closing time and/or Saturday hours with a member of staff.

**Announcements:** None

**Adjournment:** Meeting was adjourned at 5:40.

Minutes respectfully submitted

---

Mary Reed, President

---

Holly Brannan-Harris, Secretary