

## Minutes March 19, 2024

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

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

Members absent: Robin Hart

Also present: Library Director Jessica Little

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

**Minutes:** Minutes of the January 16, 2024 meeting were reviewed. A motion was made by Cheryl Lombard to accept the minutes; the motion was supported by Sue Vibber; motion passed.

**Public Comment:** None

### Reports

Librarian's Report:

The library will be hosting an event as part of the Great Lakes Bay Regional Alliance STEM Staycation initiative on March 27. The library is featuring a display for National Consumer Protection Week during the month of March; in April there will be a display for Child Abuse Prevention Month. The Friends of the Library will hold their spring book sale at the library on April 10-13. Jessica is in her final year serving on the White Pine Library Cooperative advisory and board.

Financial Report: The board reviewed the expense and revenue balance sheets.

Statistical Report: Jessica noted that statistics were affected by bad weather during January. The early childhood literacy stations now have usage statistics available, with nearly 40 hours in November and 36 hours in December.

**Old Business:** The board member discussed with Jessica the library expansion project, with possible reconfigurations. Jessica will be seeking feedback from patrons. The library employees also submitted wish lists and suggestions for desired changes to be made during the expansion project.

**New Business:**

The draft of the budget for the 2024-2025 year was reviewed with discussion towards the final budget to be submitted in May. The board considered the proposal for the landscape and lighting project submitted by Green Side Up; it was decided that an itemized quote would be helpful and the request will be made to the contractor. There was discussion of what criteria constituted a valid form of ID in order to obtain a library card and it was decided that more research was required.

**Announcements:** None

**Adjournment:** Sue Vibber made a motion to adjourn the meeting, supported by Cheryl Lombard. Meeting was adjourned at 6:22

Minutes respectfully submitted

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Mary Reed, President

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Holly Brannan-Harris, Secretary