

Minutes January 21, 2025

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

Members present: Robin Hart, Cheryl Lombard, Mary Reed, Sue Vibber

Members excused absent: None

Also present: Library Director Jessica Little

Call to Order: Meeting was called to order at 5:00 p.m.

Agenda: The proposed agenda was reviewed. No changes were recommended. Robin Hart moved to adopt the agenda; Cheryl Lombard seconded. The motion passed.

Minutes: Minutes from the November 19, 2024, meeting were reviewed. Robin Hart moved the minutes be approved as presented. Sue Vibber supported; the motion passed.

Public Comment: None

Reports:

Librarian's Report: The librarian's report was reviewed. The board vacancy due to the end of term of Holly Brannan-Harris was discussed. Appreciation for her many years of service was stated. The Friends of the Library sponsored craft projects for the holiday open house and digital materials for the collection in December. VITA Scan & Go service is expected to begin in early February. *Take Your Child to the Library Day* is February 1; this is the library's 2nd year participating. A donation received from Harmony Arbor Gleaners in December and their previous support were discussed.

Financial Report: The financial reports for November and December were reviewed. Jessica highlighted receipt of a \$5,000 donation and \$4,000 memorial in December.

Year-end reports for 2023-24 were also reviewed, since the audit review concluded. Cheryl Lombard moved and Robin Hart seconded to receive and place on file the financial reports.

Statistical Report: Statistical reports for November and December were reviewed. The board also reviewed year-end statistics from 2023-24 and Jessica mentioned the annual report filed with the Library of Michigan was emailed as a separate document. Digital lending continues to increase. The total number of registered patrons and how it has changed year-to-year since 2017 was discussed.

Old Business: The current status of the expansion project was reviewed and the question of whether public input should be solicited locally before a potential space utilization study be conducted was discussed.

New Business: The board reviewed a proposal from MCD Architects for a Space Utilization Study and creation of a Master Plan. After discussion of the proposal and the City's policy regarding competitive bidding, Sue Vibber moved and Robin Hart seconded tabling the discussion until Jessica could solicit feedback from other libraries about their usage of an SUS and/or master plan in their building projects and request bids for comparison from one or two other companies.

Announcements: There were no announcements.

Adjournment: Cheryl Lombard moved the meeting be adjourned; Sue Vibber seconded. The meeting was adjourned at 6:05 p.m.

Minutes respectfully submitted by the library director, due to the current vacancy of the board secretary position.

Mary Reed, President

Jessica Little, Library Director