

Minutes May 20, 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:

Also present: Library Director Jessica Little

Call to Order: Jessica Little was designated to take minutes. The meeting was called to order at 5:02 p.m.

Agenda: The proposed agenda was reviewed. Robin Hart moved to approve the agenda with an amendment that the summer reading program be added as agenda item VII.C. Sue Vibber seconded the motion. The motion passed.

Minutes: Minutes from the March 18, 2025, meeting were reviewed. Cheryl Lombard moved the minutes be approved with a revision: the dates closed for Good Friday and the Easter holiday were April 18 and 19 (not 19 and 20). Robin Hart seconded. The motion passed.

Minutes for the April 1, 2025, Special Meeting were reviewed. Robin Hart moved the minutes be approved as presented. Sue Vibber seconded. The motion passed.

Public Comment: None

Reports:

Librarian's Report: The Friends of the Library's April book sale raised a little over \$1000. The kick-off meeting with MCD Architects was productive. Class visits and story-hour are wrapping up, while summer reading promotion has begun. The new surveillance cameras are being installed. Quotes have been requested for fixing or replacing the

printers. New subscriptions to NewsBank and EducateStation have begun, sponsored by the Friends for the first year. Promotion will begin shortly. Biblioboard is under consideration as an additional digital service. MeLCat's servers and software are being updated. MAC TV is looking for a possible site for volunteers to pick up equipment and for recordings to be made. Jessica updated the board regarding Stephanie Bransdorfer's request pertaining to her mother's memorial. Jessica also alerted the board to information she learned regarding youth volunteers and work permits.

Financial Report: The financial reports for March and April were reviewed. The millage revenue was received in April. Robin Hart moved, and Sue Vibber seconded, that the financial reports be received on record. The motion passed.

Statistical Report: Statistical reports for March and April were reviewed. March is Reading Month programs resulted in increased attendance in March. Three class visits were canceled in April. Public access computer usage was lower, although wi-fi access remains high. Fewer physical items were added to the collection in March/April.

Old Business: The continuing open seat on the library board was discussed, with possible candidates mentioned. The board and director will actively seek a volunteer.

New Business: The board reviewed the budget narrative as submitted for the City's budget report. Anticipated amendments to the 2024-2025 budget based on current expenditures and revenues were discussed. The proposed 2025-2026 budget was reviewed.

Specific line items discussed include anticipated higher millage revenue, increased expenses for wages and benefits, an increase in the digital material acquisitions budget, estimates for repairs and maintenance, expansion project expenses, and contingency funds.

After discussion, Sue Vibber moved the 2025-2026 be recommended to City Council for approval during their budget proceedings. Cheryl Lombard seconded the motion. The motion passed.

Robin Hart inquired about the summer reading program challenge. Jessica outlined the program and the reading challenge for youth who register. Robin recommended the library contact GraCo Federal Credit Union requesting a donation of an incentive for those who complete the challenge. Jessica will make sure a letter is prepared.

Announcements: Mary Reed announced she will be absent from the July 15, 2025, library board meeting.

Jessica announced the kickoff event for the summer reading program is June 12 at 2:00 p.m. and they are looking for volunteers. She also reported the library will be closed on Saturday, July 5. Since the holiday is on a Friday, she does not anticipate enough traffic to merit being open.

Adjournment: Robin Hart moved the meeting be adjourned; Cheryl Lombard seconded. The meeting was adjourned at 6:21 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