

Minutes September 16, 2025

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

Members present: Anita Eby, Robin Hart, Mary Reed, Sue Vibber

Members excused absent:

Also present: Library Director Jessica Little

Call to Order: Mary Reed called the meeting to order at 5:00 p.m.

Agenda: The proposed agenda was reviewed. Sue Vibber moved the agenda be accepted. Robin Hart seconded. The motion passed.

Minutes: Minutes from the July 15, 2025, meeting were reviewed. Robin Hart moved the minutes be accepted as written. Anita Eby seconded. The motion passed.

Public Comment: None

Reports:

Librarian's Report: The replacement air conditioning unit was installed in July. The space utilization study is complete. The Master Plan phase kicked-off on August 7. The State budget has not been adopted. IMLS's budget has been recommended by both the House and Senate appropriations committees. The library will be closed on October 1 so staff can attend an all-day workshop in Saginaw. The MeLCat Visiting Patron system changed such that it does not accept limitations previously set through the library's ILS system. A \$900 reimbursement grant was received from WPLC for Overdrive materials. The Friends book sale starts October 22.

Financial Report: The financial reports for July and August were reviewed. Jessica stated the penal fine check for Jasper Township arrived on Sept. 15. Mary Reed

inquired about the funds earmarked for the expansion project and whether the amount was discussed with MCD Architects. Jessica said it was. Sue Vibber moved the financial reports be accepted on file. Anita Eby seconded. The motion passed.

Statistical Report: Statistical reports for July and August were reviewed. Summer reading program statistics were down slightly, but overall usage was up.

Old Business: None

New Business: Communication from Cheryl Lombard resigning from the library board on July 17 was received. Robin Hart moved with regret to accept her resignation and enter the communication on file. Sue Vibber seconded the motion. The motion passed.

Proposed revisions to the By-laws of the Board of Trustees of T.A. Cutler Memorial Library were discussed. Jessica stated that the changes address the recommendations of the board at the July 15, 2025, meeting and comply with current City Ordinances.

Specifically, the officer position of Vice-President/Secretary is split into two positions in compliance with section 2-132 of the Code of Ordinances. The directive on how special meetings may be called was amended to state it may be called by three (previously listed as two) other members of the board in compliance with section 2-132 of the Code of Ordinances and the method of serving notice of special meetings was shortened to “serving notice on each member not less than 24 hours before the meeting.”

As requested by the trustees in July, the schedule of regular meeting dates was moved from the third Tuesday to the second Tuesday, to prevent overlapping city council meetings. The term “or designee” was added to the secretary position and under Records to make clear that minutes may be transcribed by someone other than the secretary.

Robin Hart moved the revisions to the bylaws be accepted as presented and discussed. Sue Vibber seconded the motion. The motion passed unanimously.

The regular meeting dates for the remainder of the fiscal year were reviewed in relation to the revised bylaws. Anita Eby moved the meeting dates be revised from November 18, 2025, to November 11, 2025; from January 20, 2026, to January 13, 2026; from March 17, 2026, to March 10, 2026; and from May 19, 2026, to May 12, 2026. All meetings start at 5:00 p.m. and occur in the library meeting room. Sue Vibber seconded the revised meeting dates. The motion passed.

Since the position of Vice-President/Secretary was split in the bylaw revision, officer positions were discussed. Anita Eby moved Robin Hart, who in July was elected to the roll of Vice-President/Secretary, be elected Vice-President of the board. Sue Vibber

seconded the motion. The motion passed. Robin Hart moved Anita Eby be elected Secretary of the board. Sue Vibber seconded the motion. The motion passed.

Jessica presented the current Gifts and Memorials policy, recommended revisions to the policy, and a copy of the policy with those revisions. After discussion, Robin Hart moved to accept the amended Gifts and Memorial policy. Anita Eby seconded the motion. The motion passed.

Robin Hart was excused from the meeting at 5:54 p.m. to attend the City Council meeting.

Announcements: None

Adjournment: Sue Vibber moved the meeting be adjourned at 5:55 p.m. Anita Eby seconded the motion. The meeting was adjourned.

Minutes respectfully submitted.

Mary Reed, President

Anita Eby, Secretary