Minutes July 15, 2025

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

Members present: Anita Eby, Robin Hart, Cheryl Lombard, Sue Vibber

Members excused absent: Mary Reed

Also present: Library Director Jessica Little

Call to Order: By consensus of the members present, Robin Hart served as Acting-President. Jessica Little was designated to transcribe the minutes. The meeting was called to order at 5:00 p.m.

Agenda: The proposed agenda was reviewed. Jessica requested the distribution of library board packets be added as agenda item VII.C. Cheryl Lombard moved to approve the agenda with the requested addition. Sue Vibber seconded the motion. The motion passed.

Minutes: Minutes from the May 20, 2025, meeting were reviewed. Sue Vibber noted a missing word. Cheryl Lombard moved the minutes be approved with the addition of the word “budget” after 2025-2026 in the third paragraph of New Business. Sue Vibber seconded. The motion passed.

Public Comment: None

Reports:

Librarian’s Report: The security cameras are installed, but not yet live. Jessica will discuss legal requirements with the law specialist at the Library of Michigan on Thursday. The electric department ran ethernet for the PeopleCounter. A new monochrome printer and multifunction color copier were purchased and installed. Construction work on Delaware severed the library’s fiberoptic line June 23. An emergency repair was completed June 26. The project also necessitated water shutoff to the building on June 30 and July 9. NewsBank and Educate Station are being promoted. One of the library's three air conditioner units broke June 26. Powells submitted a quote for replacement, since a part could not be found, which Jessica submitted to City Council for approval on July 15. MCD Architects met with Jessica and Colin via Zoom to discuss the preliminary space utilization study and sent a digital copy for feedback.

Financial Report: The financial reports for May and June were reviewed. Jessica stated the June report is preliminary because invoices for June purchases are still being received. She will send a final year-end report in a couple months. Sue Vibber inquired about the effect of the solar project in Bethany Township. Jessica stated she believes the increased revenue from the millage is attributable to the solar projects within the county. The invoices for the printer, copier, and fiberoptic repair were presented along with the quote for the air conditioner unit.

Statistical Report: Statistical reports for May, June and year-end were reviewed. Educate Station does not distinguish between administrator usage and public usage. NewsBank statistics were not currently available. Summer reading program statistics were discussed. From the annual report, the drop in teen programming and participation figures from a high in 2018-2019 was of note.

Old Business: The draft space utilization study from MCD Architects was set out for review. Jessica requested the board provide feedback to her, which she will compile and send to MCD. The timeline for completion of the study and the upcoming master plan project were discussed.

Jessica presented a picture of the plaque presented to Lois Bransdorfer upon her retirement and photograph of it being presented by former City Manager Collison and former Mayor Kubin. A memorial policy was discussed. Jessica will discuss further with the library law specialist from the Library of Michigan.

New Business: The regular library board meeting dates and time as currently determined by the bylaws was reviewed. Anita Eby moved the regular schedule of meeting dates for the 2025-2026 fiscal year as follows: July 15, 2025; September 16, 2025; November 18, 2025; January 20, 2026; March 17, 2026 and May 19, 2026. All meetings will begin at 5:00 p.m. and be held in the library's meeting room at 312 Michigan Avenue. Cheryl Lombard seconded the motion. The motion passed.

The officer titles and roles as stipulated by the bylaws were discussed. Sue Vibber moved that Mary Reed be appointed to the role of President. Cheryl Lombard seconded the motion. The motion passed. Cheryl Lombard moved that Robin Hart be appointed to the role of Vice President/Secretary. Sue Vibber seconded the motion. The motion passed. Anita Eby moved that Sue Vibber be appointed to the role of Treasurer. Cheryl Lombard seconded the motion. The motion passed.

After further discussion, it was decided that Jessica will research amending the bylaws to move the regular schedule of meetings so they do not overlap city council meetings and to separate the secretary role from that of vice president.

Jessica stated she mailed the board packets Saturday morning, but the board members confirmed none of them arrived via USPS before the meeting. After discussion, the consensus of the board was that it is not necessary to mail the packets. Instead, the library director will provide a digital copy to all members and will print physical copies for pickup as requested.

Announcements: Jessica announced the wrap-up event for the summer reading program is July 31 at 2:00 p.m. and the board members are welcome to participate if interested.

Adjournment: Cheryl Lombard moved the meeting adjourn. Sue Vibber seconded the motion. The meeting was adjourned at 6:40 p.m.

Minutes respectfully submitted.

Robin Hart, Acting President	Jessica Little, Library Director