

# Minutes January 13, 2026

## Board of Trustees

T. A. Cutler Memorial Library

312 Michigan Avenue

St. Louis, MI 48880

## Members present:

Anita Eby, Michael Hart, Robin Hart, Sue Vibber

## Members excused absent:

None

## Also Present:

Library Director Jessica Little

## Call to Order:

Robin Hart called the meeting to order at 5:00 p.m.

## Agenda:

The proposed agenda was reviewed. Anita Eby moved the agenda be accepted. Sue Vibber seconded. The motion passed.

## Minutes:

The minutes from the November 11, 2025, meeting were reviewed. Sue Vibber inquired about the new line item in the Financial Report section. Jessica clarified the new line item on the report is on the balance sheet: 271.000.000.260.000 Compensated Absences Payable 60 Days. Following this discussion, Anita Eby moved the minutes be accepted as presented. Michael Hart seconded the motion. The motion carried.

## Public Comment:

None

## Reports:

### *Librarian's Report*

Windows 11 is still not available through Windows Update, so that project is still pending. A resident has applied for the remaining vacant seat on the library board. Library book orders have been delayed due to Baker & Taylor ceasing operations. The library will not be offering VITA services this year but will distribute tax forms. The library driveway was repaved. A first edition book that was borrowed and replaced with an alternate edition appears to have been recovered.

### *Financial Report:*

The financial reports for November and December were reviewed. Post-audit year-end reports for fiscal year 2024-2025 were included in the packet.

### *Statistical Report:*

Jessica reported she caught an error in the statistical report from November 2024 pertaining to physical circulation of items when she was filing the current State Aid report. This meant that physical circulation compared to 1 year ago was down 8.7%, not 16.1%. Digital circulation was up 13.7%. All class visits to the library were cancelled in December due to weather, affecting programming, circulation, and reference statistics.

## Old Business:

Jessica distributed a graphic from MCD Architects showing potential shelving locations for the collection with the proposed new layout. The state of the master plan was discussed and anticipated timeline for next steps. The board expressed a strong desire to schedule a date in February for MCD Architects to present the final master plan.

## New Business:

There was no new business.

## Announcements:

Jessica announced that Take Your Child to the Library Day is February 7, 2026, and the library will have activities for children and families from 10:30 a.m. to 1:30 p.m. Anita suggested sending a flier home through the schools and other potential promotional activities were discussed.

## Adjournment:

Sue Vibber moved the meeting be adjourned. Anita Eby seconded. The meeting was adjourned at 5:58 p.m.

Minutes respectfully submitted.

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*Robin Hart, Vice President*

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*Anita Eby, Secretary*