

T. A. Cutler Memorial Library  
Board of Trustees  
Meeting Minutes of January 15, 2019

Members present: Holly Brannan-Harris, Michelle Kelly, Mary Reed

Members absent: Amanda Kelly

Also present: Library Director Jessica Little and prospective board member, Theresa Jewell

**Call to Order:** Meeting was called to order at 5:03 pm

**Minutes:** Reading of the minutes from the November meeting. Jessica pointed out a typo that required correction. Holly Brannan-Harris proposed accepting the minutes with the revision, the motion was supported by Michelle Kelly; motion passed.

**Public Comment:** None

**Librarians Report:** Jessica reported that the new wall-mounted book drop is working well. The library distributed 440 books during the parade at the St Louis Small Town Family Christmas event. The open house following the parade was not as well attended as in the past, but those who participated stayed longer and were more engaged. The Teen Advisory is growing and has active participation. The theme for the Summer Reading Program for 2019 will be Outer Space. Jessica will attend the annual County Library Board meeting.

**Financial Report:** Nothing new in financials until the new budget is received.

**Statistical Report:** The library experienced the typical drop in numbers during the month of December.

**Old Business:** The board looked at proposed design for the quilt block and agreed to adapt the concept with elements of the original design.

Jessica is waiting for more information about the library hosting the VITA program for the tax season. Federal tax forms have been ordered and should be available by the end of January.

Since the initiation of the Fine Free Policy on January 2 there have been some random glitches in the auto-renewal feature that Jessica is working out.

The board continued discussion of usage of space for furniture and electrical placements for electronics use in the reading room redesign. The durability and function of the new furnishings were researched.

**New Business:** It was noted that the outer bench is in need of repair and the rug in the entry must be replaced.

**Adjournment:** The meeting was adjourned at 6:01

Mary Reed, President  
Holly Brannan-Harris, Secretary

### **Minutes March 19, 2019**

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

Members present: Holly Brannan-Harris, Theresa Jewell, Amanda Kelly, Michelle Kelly, Mary Reed

Members absent: none

Also present: Library Director Jessica Little

**Call to Order:** Meeting was called to order at 5:00 pm

**Minutes:** Reading of the minutes from the January meeting. Theresa Jewell proposed the minutes be accepted, the motion was supported by Amanda Kelly; motion passed.

**Public Comment:** None

#### **Reports:**

Librarians Report: Jessica has scheduled special activities for Reading Month and is promoting the Money Smart program. She also participated in the Child Advocacy Family Carnival to promote reading and library services. The Launch Pad Playways was well received and Jessica is looking into the durability of the devices before acquisition. She is also getting quotes for the new library signage. The video collection is growing, and the library software is due for a major update.

Financial Report: No changes to financials.

Statistical Report: Jessica reported that digital magazines have not been circulating as expected.

**Old Business:** Deb Rutkowski addressed the board regarding the design for the library quilt block. To date 22 people had participated in the VITA program. The Fine Free trial was successful and the auto-renewal function is working. There was more discussion regarding different options for acquiring furniture for the reading room

**Adjournment:** The meeting was adjourned at 5:50

### **Minutes May 21, 2019**

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

Members present: Holly Brannan-Harris,  
Theresa Jewell, Amanda Kelly, Michelle Kelly, Mary Reed

Members absent: none

Also present: Library Director Jessica Little

**Call to Order:** Meeting was called to order at 5:04 pm

**Minutes:** Reading of the minutes from the March meeting. Amanda Kelly proposed the minutes be accepted, the motion was supported by Michelle Kelly; motion passed.

**Public Comment:** None

#### **Reports:**

Librarians Report: Jessica reported that school visits were wrapping up for the end of the school year. The Summer Reading Program is scheduled to begin on June 6, running through August 16, with wrap parties on July 25 and 26. Jigsaw puzzles are in demand from the patrons. The Friends of the Library spring sale was a success. Volunteers spread mulch in the library gardens on May 5 for the Love My City event. The County Library Board met in March to disperse funds; Jessica noted the need to begin preparing for a renewal millage. The library cleaning service has been suspended for six weeks.

Financial Report: No changes to financials.

Statistical Report: Discussion of usage for ABC Mouse and the digital collection.

**Old Business:** The Fine Free Policy has been a success for both the library staff and patrons; with a recommendation from Jessica to continue the policy. The changes to the fine caps for overdue videos were presented, a motion was made by Theresa Jewell to include the changes into library policy, the motion was supported by Michelle Kelly; motion passed.

The board was presented with information regarding library chairs offered for sale by the Pentwater Library. There were also samples of chairs carried by Kubin's Furniture that would be suitable for library use. Discussion of styles, fabric samples and pricing.

**New Business:** Jessica informed the board of the technology upgrades needed for the library. A motion was made by Michelle Kelly to approve upgrade expenditures not to exceed \$6,600. The motion was supported by Mary Reed, motion passed.

The amendments to the 2018-2019 budget were reviewed; Theresa Jewell made a motion to approve the amendments, the motion was supported by Holly Brannan-Harris; motion passed.

**Announcements:** The library quilt block design is ready and will soon be hung on the east wall of the library facing Michigan Avenue.

**Adjournment:** The meeting was adjourned at 6:10

### **Minutes July 16, 2019**

Board of Trustees

T. A. Cutler Memorial Library

312 Michigan Ave. St. Louis, MI 48880

Members present: Holly Brannan-Harris, Amanda Kelly, Michelle Kelly, Mary Reed

Members absent: Theresa Jewell

Also present: Library Director Jessica Little

**Call to Order:** Meeting was called to order at 5:00 pm

**Minutes:** Reading of the minutes from the May meeting. Amanda Kelly proposed the minutes be accepted, the motion was supported by Michelle Kelly; motion passed.

**Public Comment:** None

**Reports:**

Librarians Report: The new chairs for the reading room have been ordered and will arrive shortly. Cleaning services are set to resume; Jessica has scheduled a service to clean the carpets. The library may close when the construction project is working on the sidewalk which will necessitate blocking off the driveway and access to the parking lot.

Financial Report: Jessica is waiting for invoices to do the final fiscal year end report.

Statistical Report: Participation in the Summer Reading Program was down. Interlibrary loans are consistent and total circulations have increased over 2018.

**Old Business:** The reading room chairs ordered from Kubins will be delivered and put in use soon. Jessica plans salary increases for part time workers at the library.

**New Business:** The proposed schedule of meetings for the board for the 2019-2020 fiscal year was reviewed. Holly Brannan-Harris made a move to approve the schedule, amanda Kelly supported the motion; motion passed.

The officers of the board of trustees will remain unchanged; Amanda Kelly make a move to approve the officers of the board, Michelle Kelly supported the motion; motion passed.

Jessica pointed out the possibility of making changes to the structure of the gazebo in order to cut down on the high maintenance costs. She will have quotes ready for the September meeting and she is looking into grants that the library can apply for to cut down on the costs.

**Announcements: None**

**Adjournment:** The meeting was adjourned at 5:40

Mary Reed, President    Holly Brannan-Harris, Secretary

**Minutes September 17, 2019**

Board of Trustees

T. A. Cutler Memorial Library

312 Michigan Ave.

St. Louis, MI 48880

Members present: Theresa Jewell, Amanda Kelly, Michelle Kelly, Mary Reed

Members absent: Holly Brannan-Harris

Also present: Library Director Jessica Little

**Call to Order:** Meeting was called to order at 5:02 p.m.

**Minutes:** The minutes from the July meeting were reviewed. Theresa Jewell moved to accept the minutes as presented; Amanda Kelly seconded the motion; the motion passed.

**Public Comment:** None

**Reports:**

Librarian's Report: The sidewalk on the east side of the property has been poured; the contractors are still working on repairing the damage to the turf. A linden tree was planted as a memorial on the north side of the property. The new computers are being set up. The Thompsons donated stock via the Friends that after sale and fees amounted to \$5268.81. The library will be closed October 9 while staff attend a workshop out of town. Preschool story hour and school visits have resumed. Some middle school students have been hanging out on the library's grounds after school. The library has not received a quote from C&D Builders for repairs to the gazebo. The library director attended a webinar on the 2020 Census and how libraries can help with an accurate count. The quilt blocks and trail were discussed.

Financial Report: The financial reports for July and August were reviewed. Year end figures for 2018-19 have not been finalized.

Statistical Report: Summer reading program participation was down. New minor child registrations for August were lower than a year ago. RBdigital usage has increased.

**Old Business:** Usage of the new arm chairs was discussed; also the need to finalize a floorplan before deciding on an end table or coffee table for the space. The meeting room project was discussed. The board approved ordering two more chairs to match the existing chairs; new paint and other needs to complete the space were mentioned. The topic was tabled until the November meeting.

**New Business:** There was no new business.

**Announcements:** None

**Adjournment:** Moved by Theresa and seconded by Michelle to adjourn at 5:31 p.m.

Minutes respectfully submitted in the absence of the secretary by the library director.

Mary Reed, President

Jessica Little, Library Director

### **Minutes November 19, 2019**

Board of Trustees

T. A. Cutler Memorial Library

312 Michigan Ave. St. Louis, MI 48880

Members present: Holly Brannan-Harris, Theresa Jewell, Michelle Kelly, Mary Reed

Members absent: Amanda Kelly

Also present: Library Director Jessica Little

**Call to Order:** Meeting was called to order at 5:00 pm

**Minutes:** Reading of the minutes from the September meeting. Michelle Kelly proposed the minutes be accepted, the motion was supported by Theresa Jewell; motion passed.

**Public Comment:** None

#### **Reports:**

Librarians Report: Jessica reported that evenings have not been as busy. The new chairs have been placed in the reading room. The library is working with the U.S. Census Bureau with the 2020 count. The Friends of the Library fall book sale was a success. Volunteers are needed to assist with the Scan and Go filing program during tax season. The library will be handing out childrens books during the Christmas parade. Jessica will be attending a library design seminar and is considering a possible winter reading program for adults.

Financial Report: Financials were reviewed.

Statistical Report:

The usage and program participation number were as expected.

**Old Business:** Jessica is now getting quotes for painting and refurbishing the cabinets in the meeting room. The laminate floors in the public restrooms will also need to be replaced in the coming year. The library lighting will possibly need reconfiguration for better illumination. There was discussion of the coffee and end tables for the reading room, with different purchasing options.

**New Business:** No new business

**Announcements:** None

**Adjournment:** The meeting was adjourned at 5:45

Mary Reed, President

Holly Brannan-Harris, Secretary