

Minutes January 16, 2018

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: Linda Roberson

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 November and September meetings. A motion was made by Amanda Kelly to approve minutes for both meetings, the motion was supported by Michelle Kelly; motion passed.

Public Comment: None

Reports:

Librarians Report: The new disc cleaning and repair system is now in use. New office chairs were purchased for the library staff. Jessica has scheduled carpet cleaning. The Americorp volunteer Tara is scheduling a Show Me the Money event to be held at the YFC on January 27. The library is preparing for the upcoming tax season starting on January 29.

Financial Report: The final post-audit reports were reviewed.

Statistical Report: Jessica noted that severe winter weather had affected the statistics for library usage.

Old Business:

The Quilt Block design for the library has been selected and the block will be placed on the outer wall of the building this spring.

There was discussion of the proposal for the new book drop box and library furnishings for the reading area.

New Business:

Jessica asked the board to review the budget for any needed additions or deletions.

Announcements: None

Adjournment: The meeting was adjourned at 5:55

Minutes respectfully submitted
Mary Reed, President
Holly Brannan-Harris, Secretary

Minutes March 20, 2018

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: Linda Roberson
Also present: Library Director Jessica Little

Call to Order: Meeting was called to order at 5:05 pm

Minutes: Reading of the minutes from the January meeting. A motion was made by Amanda Kelly to approve minutes, the motion was supported by Michelle Kelly; motion passed.

Public Comment: None

Reports:

Librarians Report: Jessica Little did a statistics review of the tax program. She discussed some of the Reading Month activities for elementary students during March and the formation of a Teen Book Club. The ABC Mouse - Bring Learning Home program is now live. The County Library Board has an upcoming meeting to disburse the millage.

Financial Report: Review of financials with no changes to report..

Statistical Report: The library has seen an overall increase in Overdrive users. The stats for wi-fi are inaccurate until the software is fixed.

Old Business:

Jessica went over the selection of the new furniture for the reading area, noting that she still needs confirmation on the pricing of the desks. A motion was made by Michelle Kelly to approve the purchase, the motion was supported by Amanda Kelly; the motion was passed.

The proposed floor plan from Library Design Associates was discussed.-2019 fiscal year, followed by review of line items. Approval of proposed budget table until May meeting.

Jessica presented the board with a proposed budget for the 2018

The question of possible fees and policy for disc repair service as addressed.

New Business:

The board took a brief look at the policy for overdue fines; there will be further discussion with more information at the May meeting.

Announcements: None

Adjournment: The meeting was adjourned at 7:02

Minutes respectfully submitted
Mary Reed, President
Holly Brannan-Harris, Secretary

Minutes May 15, 2018

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

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

Also present: Library Director Jessica Little

Call to Order: Meeting was called to order at 5:05 pm

Minutes: Reading of the minutes from the March meeting. It was noted by Holly Brannan-Harris that a typo in the minutes needed correction. A motion was made by Michelle Kelly to approve minutes with the correction, the motion was supported by Holly Brannan-Harris; motion passed.

Public Comment: None

Reports:

Librarians Report: The board looked at the completed statistics for the volunteer tax program sponsored by Americorps. The library furnace needs repair and the carpet cleaning has been done. The planned improvements to the library are proceeding. The Summer Reading Program begins on June 1 and will run through August 24.

Financial Report: The adjustments to line items in budget has been completed

Statistical Report: The past two months have shown another marked increase in use of Overdrive.

Old Business:

The board considered different options from Proposal P-26518 from Library Design Associates for the new library furniture. A revised quote was requested.

The revisions to the 2017-2018 were reviewed. A motion was made by Michelle Kelly to approve the budget, the motion was supported by Holly Brannan-Harris, the motion passed.

The proposed budget for the 2018-2019 fiscal year is ready and will be submitted to the City of St. Louis.

Jessica presented some information on libraries which have eliminated fines for overdue materials. The board decided to go forward with the objective of starting a trial period starting in September.

Announcements: None

Adjournment: The meeting was adjourned at 6:15

Mary Reed, President
Holly Brannan-Harris, Secretary

Minutes July 26, 2018

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: Linda Roberson

Also present: Library Director Jessica Little

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

Minutes: Reading of the minutes from the May meeting. Amanda Kelly made a motion to approve minutes, the motion was supported by Michelle Kelly; motion passed.

Public Comment: None

Reports:

Librarians Report: The final event for the summer reading program was scheduled. The Meet Up and Eat Up program may be relocated for the summer of 2019. The temporary cellular tower

is scheduled to be removed during the next week. Jessica is waiting for response on the sidewalk replacement. The installation of the new furniture will take place in mid-August as projected.

Financial Report: The preliminary year end figures were discussed

Statistical Report: Review of bi-monthly and year-end statistics

Old Business: The board discussed the trial periods for fine free policy and auto-renewal. Jessica is seeking a new method for notifying patrons of due dates for auto renewal materials.

New Business: The schedule for the library board of trustees meetings was presented. A motion was made by Holly Brannan-Harris to approve the schedule, the motion was supported by Amanda Kelly, motion passed.

The election of officers of the board was held, with Mary Reed and Holly Brannan-Harris retaining their positions as president and vice president/secretary. Michelle Kelly was elected treasurer. A motion was made by Amanda Kelly to approved the new slate of officers, the motion was supported by Michelle Kelly, motion passed. The board proposed a new policy regarding board members active participation. A motion was made by Amanda Kelly to approved the policy changes, the motion was supported by Michelle Kelly, motion passed.

Announcements: None

Adjournment: The meeting was adjourned at 5:45

Minutes respectfully submitted
Mary Reed, President
Holly Brannan-Harris, Secretary

Minutes September 18, 2018

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

Members present: Holly Brannan-Harris, Amanda Kelly,

Michelle Kelly Members absent: Mary Reed, Linda Roberson

Also present: Library Director Jessica Little

Call to Order: Meeting was called to order at 5:05 pm

Minutes: Reading of the minutes from the July meeting. Holly Brannan-Harris made a motion to approve minutes, the motion was supported by Amanda Kelly; motion passed.

Public Comment: None

Reports:

Librarians Report: The first class visits to the library have started. The pre-school story hour has been well attended. The library staff is going to attend the White Pine Cooperative annual meeting.

Financial Report: No changes to report on financial matters.

Statistical Report: Review of bi-monthly and year-end statistics. Jessica noted that the overall numbers for the summer reading programs were down, but that the completion rate was higher in 2018.

Old Business: Jessica is continuing to work with contractors for the reading area redesign.

New Business: A new contractor has been found to replace the raised section of sidewalk. There will be official word within the next month regarding the library continuing participation in the VITA program.

Announcements: None

Adjournment: The meeting was adjourned at 5:30

**Minutes November 20,
2018**

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: none

Also present: Library Director Jessica Little

Call to Order: Meeting was called to order at 5:02 pm

Minutes: Reading of the minutes from the September meeting. Amanda Kelly made a motion to approve minutes, the motion was supported by Michelle Kelly; motion passed.

Public Comment: None

Reports:

Librarians Report: The new dropbox is installed, the sidewalk area is completed and a crabapple tree planted. The library is planning to participate in the parade at the St. Louis Small Town Family Christmas event, with an open house at the library to follow. The library has received a donation from the Thompson family for \$5,000. The October book sale held by the Friends of the Library has made approximately \$5,600.

Financial Report: No changes made to financials

Statistical Report: Although circulation numbers and Overdrive use dropped slightly in September, both areas recovered in October.

Old Business: Jessica presented the written policy for the new Fine Free procedures. This was reviewed by the board; a motion was made by Holly Brannan-Harris to approve, the motion was supported by Michelle Kelly. Motion passed.

The board members discussed with Jessica some possibilities for a new board member. The expected changes to the VITA program for 2019 will be likely to make the process more electronic than in the past.

New Business: Discussion of furnishings for the reading room project; Mary Reed has found a possibility for a new supplier of commercial furnishings.

Announcements: None

Adjournment: The meeting was adjourned at 5:40