

CUTPL Special Board Meeting Minutes October 03, 2023

Time: 6:00 PM

Place: Culver-Union Township Public Library

Call to Order and Pledge of Allegiance

Meeting was called to order by board member Karen Boland at 6:01 PM.

Members/Attendance: Karen Boland, Amy Kindernay, James Wolf and Martin Oosterbaan. Others present: Interim Director Cathy Thomas and several community members.

A quorum was established, as four duly-appointed board members were in attendance.

Agenda approval: Motion to approve the amended agenda made by Kindernay, seconded by Wolf. Approved 4-0.

Secretary's Report: Minutes for the September 27th special and executive board meetings. Motion to approve the meeting minutes for the September 27th executive session was made by Wolf and seconded by Kindernay. Motion to approve the meeting minutes for the September 27th special board meeting was made by Kindernay and seconded by Wolf. Both motions were approved 4-0.

Cathy Thomas Expectations and Compensation: Discussion was held on Ms. Thomas' responsibilities as Interim Director and the fairness of providing her with an increase in compensation effective September 27th. Oosterbaan made a motion to adjust responsibilities and expectations for Cathy Thomas, seconded by Kindernay. Motion passed 4-0.

New Job Description and Compensation for James Mechling Smith: Discussion was held on certain adjustments to the job responsibilities for James, aligning his skills and interests with current needs. Kindernay made a motion to adjust responsibilities and compensation, seconded by Wolf. Motion passed 4-0.

Committee Appointments: President Boland made the following committee appointments:

- Policy: Amy Kindernay and Karen Boland
- Finance: James Wolf, Martin Oosterbaan, Alfred Nyby, Cathy Thomas and Karen Boland.
- Facilities: Karen Boland

Interim Director's Report: Cathy Thomas provided a report on the status of hiring new employees and meeting staffing needs. Autumn Wilson was hired to a 10hr. week starting October 3rd as a Youth Services Clerk. Jessica Perkins was also hired to start part time on October 3rd, also as a Youth Services Clerk. Mitchell Anderson was mentioned as a possible hire to handle communications and support for the finance manager function. Motion to approve the three hires was made by Kindernay and seconded by Oosterbaan. Motion passed 4-0.

Thomas also led a discussion on the rehiring of Esmie Rodgers. President Boland stated that details had been shared at the executive session held immediately before the meeting, and that legal counsel had been engaged to help review the matter. It was proposed that Ms. Rodgers would start on October 11th and would participate in Fall Fest activities. Motion to hire Ms. Rodgers was made by Kindernay and seconded by Wolf. Motion passed 4-0.

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Financial Manager's Report: Cathy Thomas reported on efforts to keep current with revenues, expenses and financial processes, including possibly bringing in part time help. The balance is difficult against the interim director responsibilities. The group agreed to look to the upcoming finance committee meeting to work on solutions.

Several board members still need to sign paperwork related to the First Farmers and First National Bank of Monterrey accounts.

Old Business:

Special Committee Update: Kindernay gave an update on the efforts of the special committee in their search for a new library director.

Culver Community Schools PTO Christmas Party: Boland led a discussion regarding the PTO's new request to partner with them on this year's holiday party. The PTO had recently withdrawn their invitation to CUTPL to participate, but was now once again extending the invitation. It was agreed that CUTPL would benefit from participation, and that the invitation should be accepted.

Communications/FB/Webpage: Amy Kindernay has been taking the lead on this. The board is committed to transparency and getting meeting minutes, Bylaws, etc. available online. The matters have been complicated by lack of manpower and the significant complexities around FB account access. It was agreed that the hire of Mitchell Anderson would be of great help.

Board Appointees: Oosterbaan reported that the Culver Town Council was slated to make an appointment on October 10th, and that the County Commissioners would look to make an appointment on October 16th.

New Business:

Open House date and plans: Discussion was held on having an open house to introduce new employees and board members to the public. Thomas was going to check with the employees to find a date that works best for them and advise.

Swearing in of board officers: Thomas reported that officers need to be sworn in.

Board Member Handbooks: Boland is preparing handbooks for all board members to help with training and onboarding.

Gaining access to former employees' computers and emails: Thomas reported that she is taking a systematic approach to gaining access to and reviewing electronic documents needed for financial, accounting and records purposes. Work is progressing with the help of our systems support contractor.

Public Comment:

A member of the public present commenting on the need to take the programming at the library up a notch, and suggested a program involving a murder/mystery.

Trustee Comments: An exchange was held with respect to CUTPL's important role in shaping the community, and how it has the ability to bring people together.

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Adjournment:

At 6:50; motioned by Wolf, seconded by Kindernay. Approved 4-0

Minutes taken by Martin Oosterbaan

Karen Boland

Karen Boland

Amy Kindernay

Amy Kindernay

James Wolf

James Wolf

Martin Oosterbaan

Martin Oosterbaan

Board Approval: 10/17/2023