

CUTPL Special Board Meeting Minutes September 27, 2023

Time: 6:00 PM

Place: Culver Beach Lodge Upstairs Meeting Room

Call to Order and Pledge of Allegiance

Meeting was called to order by board member Karen Boland at 6:02 PM.

Members/Attendance: Karen Boland, Amy Kindernay, James Wolf and Martin Oosterbaan. Others present: Cathy Thomas, Interim Director, 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 Wolf, seconded by Kindernay. Approved 4-0.

Secretary's Report: Minutes for the September 22nd regular board meeting as revised were sent to members of record prior to the meeting. Motion to approve the meeting minutes for the September 22nd special board meeting was made by Wolf and seconded by Kindernay. Approved 4-0.

Cathy Thomas Compensation: This was discussed at the executive session and will be voted on at the next public meeting of the board of trustees.

Bonus Payments for Existing CUTPL Staff: Payment approaches were discussed by the board to acknowledge existing staff for the additional work created by recent events and resignations. After much discussion, Oosterbaan made a motion to provide a \$1,000 bonus to all employees of record as of October 1st, to be paid by November 1st, and to refer to the policy committee of the Board the question of an additional bonus payment for employees of record at year-end. Motion was seconded by Boland and approved 4-0. Discussion was held regarding the possibility of the Policy Committee reviewing the library's procedures for employee and intern grievances, and to study the possibility of implementing a severance policy.

Appointment of Special Committee: President Boland appointed Vice President Amy Kindernay to lead a special committee to conduct a search for a new library director. Included in the assignment is all associated work: position description and compensation as well as referral of candidates for other open positions as might surface in the search. Also appointed to the special committee in view of their expertise in human resources and recruiting were community members Leigh Marshall and Paul deBenedictis. Boland indicated an intent to also name to the committee at least one individual from the CUTPL staff, a representative from the community schools, and a representative from the Friends of the Library organization. A mini work session commenced. The director position specification needs final approval.

Executive Session and Additional Special Board Meeting Scheduled. By unanimous consent it was agreed to schedule an executive session to be followed by a special board meeting on Tuesday 10/2/2023, with the executive session beginning at 5:30 PM and the special session to begin no earlier than 6:00 PM. The meetings will take place at CUTPL. The purpose of the executive session will be to review confidential files and personnel matters. The special session will be held to conduct general board of trustee business relating to the operation and management of CUTPL.

CUTPL Special September Special Board Meeting Minutes (cont.)

New Business:

Purchasing Authority for Interim Director: The CUTPL purchasing policy was reviewed and determined to be appropriate. Motion was made by Treasurer James Wolf to provide Interim Director Thomas with authority provided the library director under the purchasing policy. Seconded by Kindernay. Approved 4-0.

Partner with Culver Community Schools PTO Christmas Party: Discussion was held regarding outreach from the CCS PTO to the CUTPL board regarding participation in their holiday party. All board members were enthusiastic at the prospect.

Public Comment: Again, favorable comments were received regarding the work of the CUTPL staff.

Trustee Comments: Oosterbaan previewed the upcoming work of the board regarding planning and budgeting, and once the additional board members are named, will put those wheels into motion.

Adjournment: Motion to adjourn was made by Oosterbaan at 7:48 PM, second made by Kindernay. Approved 4-0.

Minutes taken by Martin Oosterbaan

Karen Boland

Amy Kindernay

James Wolf

Martin Oosterbaan

Board Approval Date: 10/3/23

Karen V. Boland
Amy Kindernay
James Wolf
Martin Oosterbaan