

## **CUTPL Board Meeting Minutes**

January 17, 2023

Time: 7:00 pm

Place: North Meeting Room, CUTPL

### **Call to Order & Pledge of Allegiance**

**Members/Attendance:** Bill Githens, Pam Amick, Mary Banfield, Marty Oosterbaan, Karen Boland

Absent: Paul Liette

Others Present: Erin Lawrence – Director, Cathy Thomas – Treasurer

Quorum established

**Agenda approval:** Motion to approve the agenda made by Mary, seconded by Pam.  
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**Election of 2023 Board Officers:** Motion to elect Bill Githens as President made by Marty, seconded by Pam.  
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Motion to elect Paul Liette as Vice-President made by Bill, seconded by Pam.  
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Motion to elect Marty Oosterbaan as secretary made by Bill, seconded by Mary.  
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Motion to elect Cathy Thomas as treasurer made by Pam, seconded by Mary.  
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### **Public Comment:**

**Secretary Report:** Minutes for the December 20, 2022 board meeting were sent to members in advance. Motion to approve the December 20 board meeting minutes made by Paul, seconded by Marty; Karen abstained.  
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**Treasurer's Report:** Cathy Thomas reviewed the 2022 year end working budget. The Library has 15.5 months of spending reserves. December 2022 spending was higher due to a rent payment. Annual receipts totaled \$644,028 and annual spending totaled \$471,110, for a gain of \$172,000. Materials spending came to 8.7% for the year.

Updates to the 2020 bond ledger include a down payment for a new door ordered for the Carnegie Room exit and expenses for an HVAC pipe leak repair.

Motion to approve the December 2022 allowance of accounts payable vouchers as reported made by Karen, seconded by Pam.  
.MSC

Cathy reviewed the Library's 2022 investments, reporting that the current investments balance comes to \$1,311,203.89. Annual gain on the investments was \$24,620.23. The investments include an additional \$95,077.18 from the Marshall County Community Foundation endowment fund. Motion made to approve the 2022 investments report made by Marty, seconded by Mary.  
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**Finance Committee Report:** The finance committee presented a recommendation to increase the Library's building and contents insurance to the \$7.1 million value recommended by Buckland & Associates. Miller Insurance has quoted that the increase will cost an additional \$860.00 annually. Motion to increase the building and contents insurance as recommended made by Marty, seconded by Karen.  
.MSC

Cathy presented a recommendation from the committee to move certain repairs and equipment expenditures in 2022 to the 2020 bond fund. The total recommended to move to the bond fund comes to \$2,998.82. Motion to move the repairs and equipment expenditures to the bond fund as recommended made by Pam, seconded by Karen.  
.MSC

The finance committee recommended 2023 wage increases for employees. The proposal is for an increase of approximately 5%. The committee recommended that starting minimum wage be increased to \$12.25 per hour. All wage increases would be effective as of January 4, 2023. Motion to approve 2023 employee raises and wage increases as presented made by Pam, seconded by Karen.  
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A recommendation to change the compensation policy as stated in the employee handbook was presented. The current policy states that staff aren't eligible for annual raises for up to one year of employment. The committee recommends changing the policy to state that full time and part-time staff become eligible for the annual raise after six (6) months of employment. Motion to approve the recommended policy change made by Karen, seconded by Pam.  
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**Policy Committee:** The policy committee did not meet in January.

**Facilities Committee:** The facilities committee did not meet in January.

**Bond Update:** AVC Technology is still waiting on delivery of the remaining Wi-Fi access points to complete the Wi-Fi upgrade project. Installation will be scheduled when the hardware has arrived.

The quote for the Carnegie Room door replacement was signed and submitted. Installation is anticipated in April or May.

**Director's Report:** Erin noted the passing of long-time Library board member, Melanie Robertson. A flower arrangement was sent for the funeral on behalf of the Library and the board. Bill Githens, Karen Bolland, and Erin attended the funeral service. The Robertson family made arrangements for monetary donations to be made to CUTPL in lieu of flowers. To date the Library has received approximately 19 donations totaling \$1,690.00.

The Library's new website went live on January 7, 2023. Erin is troubleshooting the "Culver Through the Years" database with the Library's IT company. "Culver Through the Years" is currently unavailable.

All-ages Winter Reading Challenges are under way. The youth program runs from January 9 through February 10; the adult program from January 1 through February 28.

The annual I Am An Artist program held on January 14 had maximum capacity participation with 15 children. The new artwork has been installed in the storytime area.

Librarian Laura will be giving a book talk to "Cure the Winter Blues" on January 24 at 4:00pm.

CUTPL's youth services department is partnering with the Culver Academies Latin Club to present an Ancient Classroom Experience for children on February 21 at 4:00pm. The event is an immersive experience presented by Academy students.

The local Good 2 Go gas station would like to include CUTPL as a beneficiary of their "Round Up at the Register" program. Erin met with the new manager of the store to discuss the plan. The additional funds that customers choose to "round up" in May and June 2023 will be donated to the Library.

### **Unfinished Business:**

**New Business:** Membership appointments to standing committees were postponed until the February meeting.

Certification of Internal Controls was postponed until the February meeting.

Appointment of attorney to provide legal services to CUTPL. Adam Lukenbill is willing to provide legal services at a municipal rate of \$150.00 per hour. Motion to appoint Adam Lukenbill as legal counsel made by Pam, seconded by Mary.  
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Erin presented a quote for pump insulation materials and labor that address the issues with the status of two of the Library's pumps as identified by Core Mechanical. Motion to approve the \$1,779.00 quote for pump insulation made by Mary, seconded by Karen.

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Materials declared excess for December 2022 were presented. Motion to approve the materials declared excess report made by Mary, seconded by Pam.

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**Trustee Comments:**

**Adjournment:** Motion to adjourn made by Karen, seconded by Mary.

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Meeting adjourned at 7:57 pm.

Minutes taken by Erin Lawrence

Minutes of the January 17, 2023 Culver-Union Township Public Library Board Meeting have been read and are hereby approved.

Aye: Pamela Amick

Mary C. Banfield.

Karen V. Buland

Mark A. Allen

Brian Matthews

Nay:

Date Signed: February 21, 2023