

CUTPL Board Meeting Minutes

February 21, 2023

Time: 7:00 pm

Place: Small Meeting Room, CUTPL

Call to Order and Pledge of Allegiance

Members/Attendance: Bill Githens, Pam Amick, Mary Banfield, Marty Oosterbaan, Karen Boland, Paul Liette (by phone for resolution discussion and approval).

Absent: None

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

Quorum established

Agenda approval: Motion to approve the agenda made by Pam, seconded by Mary.

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Public Comment: None

Secretary's Report: Minutes for the January 17, 2023 board meeting were sent to members in advance. Motion to approve the meeting minutes for January made by Pam, seconded by Karen.

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Treasurer's Report: Cathy Thomas reviewed excerpts from the 2022 Annual Financial Report to be filed with the State Board of Accounts by no later than March 1st, and walked the board through the monthly financial packet. The operating fund balance increased by \$176,000 in 2022, reflecting strong financial and operational management of the library. The report was published in a timely fashion in The Pilot News on February 21st, and will appear in the March 2nd edition of The Culver Citizen.

Revenue and expenses both had positive variances in January. The expense variance was driven by salary expense.

Motion to approve the January 2023 allowance of accounts payable vouchers as reported made by Karen and seconded by Pam.

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Finance Committee Report: The finance committee did not meet in February. The next scheduled meeting is March 9th at 10:30 am, CUTPL.

Policy Committee Report: The policy committee did not meet in February.

Facilities Committee Report: The facilities committee did not meet in February. They will meet in March once new Director Laura Jones is on board.

Bond Update: Pump and pipe insulation work performed by Elevated Solutions \$1,779 was applied against the bond ledger, as was \$5,000 paid to AVC for Wi-Fi hardware upgrades installed in the remaining 2 indoor access points. An outdoor access point (parking lot) will be installed when the weather improves. Unapplied bond proceeds are at approximately \$206,000.

Director's Report: Erin welcomed incoming Director Laura Jones.

Erin walked the board through updates to the Monthly Statistical Report. Items removed included obscure circulation data, transits in/out (unknown origin), active patrons computer usage and hours (no longer used). A discussion was taken up on virtual programming, and Karen thought this avenue might be a way to enhance the library's relationship with the local student population. The community schools no longer have their own library.

The "Culver Through The Years" tab on the new CUTPL website is not currently available, and is being rebuilt by AVC.

A policy is being developed related to the Storywalk, a popular addition to the Lake Maxinkuckee Trail. The policy will address interest expressed by local authors to create content, and will provide an opportunity for local authors and content creators to be featured on the Storywalk, while preserving the Storywalk's character and purpose.

The ISL 2022 Annual Report is almost complete and the library will meet the submission deadline of March 1st.

Erin discussed an exciting series of programs and events:

The 2023 Winter Reading Challenges (youth was completed Feb 10; adult challenges ends Feb 28.

Ancient School Room Experience, an immersive experience for students presented by the Culver Academies Latin Club members, held on Feb. 21st.

Super Mario Day, Mar. 10th

Board Game Club, Mar. 15th

Lastly, Erin reported the Stories and Stones committee met the week of February 13th and adopted a new format for the September 2023 event. The new format will reduce the amount of walking required to participate fully in the event, making it more accessible to the audience this event attracts.

Unfinished Business: None.

New Business: Cathy Thomas reported that all required board and staff training has been completed relative to internal controls. A rewrite of the IT controls is being referred to the policy committee as needing attention. A motion to approve the resolution attesting to the internal controls training was made by Karen and seconded by Pam.

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A resolution containing the salary schedule for new Director Laura Jones was made by Marty and seconded by Karen.

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A resolution relating to vacation time for the incoming Director Laura Jones was deferred.

Motions to approve resolutions to extend the board's previous agreement with Director Erin Lawrence for an additional month – until April 1st – keeping her health insurance benefits and PERF benefits unchanged made by Bill and seconded by Mary. It is anticipated that at April 1st Erin will resume full time hours at the library in an Assistant Director position.

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Materials declared excess for January 2023 were presented. Motion to approve the materials declared excess report made by Pam and seconded by Mary.

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Bill reported that Laura Jones had signed her offer letter and will start as Director on March 1st.

Trustee Comments: Laura was warmly welcomed by the board. A communication plan was discussed relative to announcing the change.

Adjournment: Motion to adjourn made by Pam and seconded by Karen.

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Meeting adjourned at 7:52 pm.

Minutes taken by Marty Oosterbaan

Minutes of the February 21, 2023 Culver-Union Township Public Library Board Meeting have been read and are hereby approved.

Aye:

Bill Attrens

Mary C. Banfield

Pat G

Pamela Amick

Karen V. Buland

Nay:

Date Signed: March 21, 2023