

## **CUTPL Board Meeting Minutes**

March 21, 2023

Time: 7:00 pm

Place: North Meeting Room, CUTPL

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

**Members/Attendance:** Bill Githens, Paul Liette, Pam Amick, Mary Banfield, Karen Boland

Absent: Marty Oosterbaan

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

Quorum established

**Agenda approval:** Motion to approve the agenda made by Paul, seconded by Karen.

.MSC

**Public Comment:** None

Bill proposed moving the public comment portion of the meeting agenda to between new business and trustee comments to allow members of the public in attendance to comment on actions the board takes during the course of the meeting. Motion to move public comment further down the agenda for future meetings made by Pam; seconded by Paul.

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**Secretary Report:** Minutes for the February 21 and March 13, 2023 board meetings were sent to members in advance. Motion to approve the February 21, 2023 board meeting minutes made by Mary, seconded by Karen; Paul abstained.

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Motion to approve the March 13, 2023 board meeting minutes made by Paul; seconded by Mary.

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**Treasurer's Report:** Cathy Thomas reviewed the working budget. Revenues are as projected and the library's bank assets are in good shape. Spending is \$24,000 below projections.

Insurance spending is up due to the additional coverage purchased resulting from increased building valuation.

The 2020 bond ledger balance is at \$201,367.13.

Motion to approve the February allowance of accounts payable vouchers as reported made by Pam, seconded by Paul.

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**Finance Committee Report:** The finance met on March 9. The meeting was held to discuss the HR issues related to PERF and Insurance benefits for Erin L's transition period during the month of March. Also discussed was Erin L's new salary schedule. These items were then brought to the board during the meeting on March 13th.

Miller Insurance has put the library's insurance package out for bid. The next committee meeting is scheduled for April 13 at 10:30am.

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

**Facilities Committee:** The facilities committee did not meet in February. The next committee meeting is scheduled for March 30 at 4:00pm.

**Bond Update:** None

**Director's Report:** Guidelines for local authors to participate in the Culver Park Storywalk are complete. Our first local author has been scheduled for this summer. The Super Mario Day program saw 17 attendees participating in video games, etc. to mark the day. The library's annual children's tea party is scheduled for Saturday, April 1. Teapot donations would be welcome.

**Unfinished Business:** A resolution addressing special arrangements for vacation time for Laura Jones was presented. Motion to approve the resolution as presented made by Karen; seconded by Pam.  
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**New Business:** Laura presented a request to the board for a full-day library closure on May 5 to facilitate staff training. The day will include Indiana State Library required Evergreen training for all staff working circulation desks and team-building training provided by an ISL representative. Motion to approve a library closure on May 5, 2023 for staff training made by Karen; seconded by Pam.  
.MSC

Laura shared information with the board about Senate Bill 12 which would impact libraries and raise questions from patrons. SB12 information was sent to the members in advance, but board members will also receive copies the information in their mailboxes.

The materials declared excess report for February was presented. Motion to approve the report as presented made by Paul; seconded by Pam.  
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**Trustee Comments:** Paul: Good meeting.

Mary: Excellent meeting.

Karen: Welcome.

**Adjournment:** Motion to adjourn made by Paul, seconded by Karen.  
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Meeting adjourned at 7:34 pm.

Minutes taken by Erin Lawrence

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

Aye:

Brie Matthews

Mary C. Bonfield

Karen V. Boland D.V.M.

Pamela Arnick

DH

Nay:

Date Signed: April 18, 2023