

**CUTPL Board Meeting Minutes**  
**April 18, 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.

Absent: None

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

**Agenda approval:** Motion to approve the agenda made by Paul, seconded by Pam.  
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**Secretary's Report:** Minutes for the March 21st board meeting were sent to members in advance. Motion to approve the meeting minutes for March made by Paul, seconded by Karen. Motion approved 5-0. Marty abstained as he did not attend the March meeting.  
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**Treasurer's Report:** Cathy Thomas walked the board through the monthly financial packet. The operating fund health remains strong. March receipts were slightly higher than expected and expenses were significantly lower than expected driven by a positive variance in salary and related items.

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

Motion to approve the March 2023 allowance of accounts payable vouchers as reported made by Karen and seconded by Paul.  
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**Finance Committee Report:** The Finance Committee met on 4/13/23 at 10:30 AM. Joe Stiles of Miller Insurance provided an extensive summary of our current insurance coverages, which is currently up for renewal, along with additional information on some specific coverages (abuse & molestation, water & sewer backup, and fidelity) which Marty had asked about during his thorough review of the library's policies. We discussed switching to a balanced billing schedule with NIPSCO, but it was not recommended to make this switch at the time. A quote was presented for a replacement AED defibrillator from Stryker - \$3103.66 to purchase with a \$500 credit back from the return of old unit. It was recommended to take the quote to the Board for approval. Lastly, the topic of exploring a new bond for a refresh of library spaces to line up with our strategic plan priority 2: reimagine space & services was discussed. It was decided to ask Baker Tilly & Cender Dalton to provide RFPs for our next meeting.

Next Meeting: Thursday, May 11, 2023 at 10:30 AM in the small meeting room.

A motion was made to accept the quote from Stryker for a replacement AED. The motion was made by Paul and seconded by Mary.  
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**Policy Committee Report:** The policy committee did not meet in March. A meeting will be scheduled when we have work for the committee.

**Facilities Committee Report:** The Facilities Committee met on March 30, 2023 at 4:00 PM. We discussed the next recommended capital projects to complete from the bond, including landscaping, staff & public computer hardware replacement, re-paving parking lot, and obtaining a new copy machine/printer for staff usage. Also discussed was purchasing a new AED defibrillator device, not renewing the Trane contract, but using CORE Mechanical going forward for all HVAC & plumbing, the possibility of exploring an electric vehicle charging station, and the feasibility of exploring a new bond for a refresh of library spaces to line up with our strategic plan priority 2: reimagine space & services. It was decided to ask Baker Tilly to discuss for the initial conversation.

Next Meeting: To be determined once we receive some quotes back for remaining bond projects.

**Bond Update:** Our next bond projects include Landscaping, Staff & Patron Computer Hardware Replacement, and repaving the Parking Lot. Quotes are being obtained and will be presented to the board once reviewed by the Facilities & Finance Committees.

### **Director's Report:**

#### **Projects & News**

- We now have a circulating video game collection in the YS department consisting of 10 Nintendo Switch games.
- We are hiring a Youth Services Summer Intern again this summer. 2 candidates have been interviewed & another interview scheduled for early May.
- We are adding hoopla, which is a 7 in 1 digital collection of materials including: ebooks, audiobooks, comics, music albums, magazines, movies, & tv series. Launch date will be June 1<sup>st</sup>.
- Prospective board member interviews were held and we have submitted a recommendation to the appointing authority – the Culver Community School Board.
- Erin L, Esmie, Elaine, and I attended the ILF Regional Library Conference at St. Joe County PL on April 14<sup>th</sup> for a full day of trainings and networking with other library staff from the NW part of the state

#### **Programs & Events**

- The library will be closed May 5<sup>th</sup> for a Staff In-Service day, which is a full day of training for all our staff.
- A pop-up sale of discarded library materials (a variety books, cds, dvds, audiobooks – both adult and childrens) was held 4/13-4/15 and will again be held 4/28-4/29 during the town wide garage sales.

**Unfinished Business:** None.

**New Business:** An amendment to Deferred Compensation Plan was presented by Bill. The amendment would provide employees the additional option of a Roth IRA in addition to the pre-tax option already available. A motion to approve the amendment was made by Paul and seconded by Marty.

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

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**Public Comment:** None

**Trustee Comments:** None

**Adjournment:** Motion to adjourn made by Paul and seconded by Pam.

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Meeting adjourned at 7:45 pm.

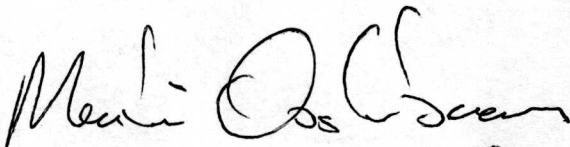
Minutes taken by Marty Oosterbaan

Minutes of the April 18, 2023 Culver-Union Township Public Library Board Meeting have been read and are hereby approved.

Aye:



Pamela Amick



Karen V. Balane D / p

Mary C. Banfield

Brian Stevens

Nay:

Date Signed: May 16, 2023