

**CUTPL Board Meeting Minutes
May 6, 2023**

Time: 7:00 pm

Place: Small Meeting Room, CUTPL

Call to Order and Pledge of Allegiance

Members/Attendance: Pam Amick, Mary Banfield, Karen Boland, Bill Githens, Paul Liette, Marty Oosterbaan.

Absent: None

Others Present: Cathy Thomas – Treasurer, Laura Jones – 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 April 18th board meeting were sent to members in advance. Motion to approve the meeting minutes for April made by Karen, seconded by Paul.

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Treasurer's Report: Cathy Thomas walked the board through the monthly financial packet. The operating and reserve funds remain strong. April receipts were higher than expected primarily due to interest income generated by the recently approved banking change. Expenses were significantly lower than expected driven by a positive variance in salary and related items partially offset by a slight rise in materials and utilities.

The bond ledger also reflected the positive impact of the move of funds to First Farmers from FNBM.

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

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Finance Committee Report:

The Finance Committee met on Thursday, May 11th at 10:30 AM in the small meeting room. We reviewed changes to our insurance coverage, as requested and made by Joe at Miller Insurance. It was decided to increase cyber coverage from \$50,000 to \$100,000. Next, we reviewed quotes to be paid from bond funds from: Amazon and Wayfair (for patron seating & staff task chairs), Thomas Excavating (for courtyard paver repair), Premier Turf Solutions for landscaping, and Arkos Design for the Master Design Fee proposal. Then we reviewed quotes to be paid from the general fund from: Quotes from Premier Turf Solutions for weekly lawn care, clean-up, and fertilizer treatments, from Hometown Power Washing for exterior power washing, exterior window cleaning, and concrete cleaning (with a 2 year guarantee on building power wash), and from Way2Clean (for interior window washing).

A motion to purchase patron seating and staff chairs was made by Paul and seconded by Pam.

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A motion to accept the courtyard paver repair quote from Thomas Excavating was made by Karen and seconded by Paul.

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A motion to accept the master design fee proposal from Arkos Design using bond funds was made by Marty and seconded by Mary.

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**CUTPL
Board Meeting Notes for May, 2023
(cont.)**

A motion to accept the quote for landscaping work from Premier Turf Solutions to be paid using bond funds was made by Paul and seconded by Mary.

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A motion to accept the quote for regular lawn care from Premier Turf Solutions was made by Paul and seconded by Karen.

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A discussion was held with respect to the environmental impacts associated with the exterior building power wash. The matter was deferred.

A motion to accept the quote from Way2Clean for interior window washing was made by Paul and seconded by Mary.

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Next meeting for the finance committee will be on June 15th at 10:30 AM in the small meeting room

Policy Committee Report:

Recommendation of Amendment to Purchasing Policy – A recommendation was made to amend section 'a' of the Small Purchasing Policy to increase the spending threshold from \$1000 to \$2500 that the Director is able to spend without Board approval.

Policy Committee Members Needed – We need to add members to our Policy Committee, as we currently only have one board member on the Committee. We do have some policy items that need to be reviewed & updated, which are the Safety Manual and the Internal Controls Policy specifically related to Information Technology. Are there any volunteers to join this Committee? It was verified that committee memberships are only open to current board members.

A motion to accept the recommendation of the policy committee to amend the purchasing policy was made by Karen and seconded by Marty.

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Next Meeting: No meeting scheduled at this time.

Facilities Committee Report:

The Facilities Committee met on Thursday, May 4th at 4 PM in the small meeting room to review quotes from: Amazon and Wayfair (for patron seating & staff task chairs), Thomas Excavating (for courtyard paver repair), Premier Turf Solutions for landscaping, and Arkos Design for the Master Design Fee proposal. These would be paid from existing bond funds. Next, quotes from the general fund were reviewed. Quotes from Premier Turf Solutions for weekly lawn care, clean-up, and fertilizer treatments, from Hometown Power Washing for exterior power washing, exterior window cleaning, and concrete cleaning (with a 2 year guarantee on building power wash), and from Way2Clean (for interior window washing) were also reviewed. (Tentative work date for interior window washing is 5/29/23 with the Director to let them into the building.)

The board acted on these matters in response to the Finance Committee report.

Next Meeting: June 8, 2023 at 4 PM in the small meeting room

Bond Update:

The Carnegie Room exterior door replacement install is scheduled for Thursday, May 18th.

Director's Report:

Projects & News

- April 13-15 pop-up book sale total received: \$168 in sales to the general fund
- April 27-29 pop-up book sale total received: \$220 in sales to the general fund
- Some discarded audiobooks were donated to Miller's Merry Manor
- Arkos Design donated \$250 and the local VFW Auxiliary Post 6919 donated \$100 to sponsor our Summer Reading Program. A big thank you to both!
- As of May 1st, we have begun auto-renewing items through Evergreen. I am very pleased with this change. It is truly a win-win situation for our patrons and the library. Auto-renewal helps patrons avoid late fines and lessens access barriers to library materials. Additionally, auto-renewal helps the library with increased circulation and causes less work for library staff on fine collection efforts. Thank you to Assistant Director, Erin L, for setting this up for us.
- hoopla is launching on June 1st. Staff received hoopla training on May 5th at our staff in-service training day.
- The Good to Go gas station next to the library has chosen the library as the recipient of their round-up at the register program for both the month of May & June. We want to thank them for this kind gesture and donation to the library.
- Our YS Summer Intern will start 5/30/23. We are excited to have Anna back again this summer.

Programs & Events

- For the past 2 weeks, Esmie has been hosting elementary class visits here in the Youth Services area & handing out information about the upcoming summer reading program. It's nice to see all the kiddos & teachers in the library!
- On May 15th we hosted author Meagan Church (a Marshall County native who now resides in North Carolina) to talk about her debut book THE LAST CAROLINA GIRL, which was published on March 28th. Book sales and signing also took place. Number of attendees: 35. Kathy with Brain Lair Books in South Bend came to handle book sales and sold 19 books. It was a wonderful event!
- Summer Reading for both Adults & Youth kickoff is June 5th
- Hot Summer Reads book talk with Librarian Laura on June 13th at 4 PM

Unfinished Business:

There was no unfinished business.

New Business:

After review and discussion, a motion to accept the Materials Declared Excess report was made by Paul and seconded by Pam.
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Public Comment: None.

Trustee Comments:

President Githens introduced Christopher Gamel as successor to Melanie Robertson. Chris is currently affiliated with the Academies as a biology expert and will be joining the board at our meeting in June. His prospective contribution was welcomed by all.

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 May 16, 2023 Culver-Union Township Public Library Board Meeting have been read and are hereby approved.

Aye:

Bill Pittkins
Pamela Amick
Karen Valencic
Mary C. Banfield

Nay:

~~Mary C. Banfield~~
mcb

Date Signed: June 20, 2023