

**CUTPL Board Meeting Minutes
July 18, 2023**

Time: 7:00 pm
Place: North 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: Chris Gamel

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

Agenda approval: Motion to approve the agenda made by Marty, seconded by Paul.
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Secretary's Report: Minutes for the June 20th board meeting were sent to members in advance. Motion to approve the meeting minutes for June made by Paul and seconded by Karen. Motion passed with 4 votes. Two members abstained as they were not in attendance at the June meeting.

Treasurer's Report: Cathy Thomas walked the board through the monthly financial packet and mid-year summary. The operating and reserve funds remain strong. Our first tax draw was received in June and was +\$11,000 to plan. A supplemental LIT payment of \$10,000 was received from the county in May. Expenses were \$46,000 lower than expected at six months driven by a positive variance in salary and related items partially offset by a rise in utilities and insurance costs associated with increased limits and expanded coverage. The positive expense variance is expected to hold through 2023.

The bond ledger also continues to reflect the positive impact of the move of funds to First Farmers from FNBM. Last month we received an increase in the interest rate from 3% to 5.39% in line with the terms our two-year agreement with FNBM. The increase will generate an additional \$1,200 in monthly interest. The three payments made out of the bond ledger in June were reviewed by the board and found to be appropriate.

Total reconciled bank balances at June month end equal \$1,427,234.

Motion to approve the June 2023 allowance of accounts payable vouchers as reported made by Paul and seconded by Karen.
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Finance Committee Report:

The Finance Committee met on Tuesday, July 11th. Quotes were reviewed from Broken Arrow Asphalt Paving for a parking lot reseal. Director will work with Bank Manager to coordinate the date of service. A quote from KI Furniture for new meeting room tables and chairs was reviewed. Consensus was to place the old tables & chairs for public sale. Next, a quote for a double-sided parking lot sign from Vanadco Signs was reviewed. After discussion, it was determined that Laura will check into the sign ordinance to see if we need to get the sign approved by the town first and table it for next month. We then discussed getting quotes for a security camera system.

Motion to approve the parking lot reseal quote from Broken Arrow asphalt in the amount of \$2,100 was made by Pam and seconded by Paul.
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Motion to approve the purchase of meeting room furniture from KI Furniture in the amount of \$36,556.65 was made by Mary and seconded by Paul.

CUTPL July Board Meeting Minutes (cont.)

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Next meeting for the finance committee will be on August 8th at 10:30 AM in the small meeting room

Policy Committee Report:

No report. The next meeting of the Policy Committee will occur in August or September.

Facilities Committee Report:

The Facilities Committee met on Thursday, July 6th. Quotes were reviewed from both US Asphalt & Broken Arrow Asphalt Paving for a parking lot reseal. It was decided to go with Broken Arrow and Laura will work with Mike at the bank to coordinate the date of service. A quote from KI Furniture for new meeting room tables and chairs was reviewed. A discussion was had about putting the old meeting room tables & chairs up for public sale. A quote for a double-sided parking lot sign from Vanadco Signs was reviewed. Lastly, a quote from Spider Beware for spider prevention was reviewed, and it will be saved until after the exterior building wash is completed. We discussed getting quotes for a security camera system.

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

Next Meeting: August 3, 2023 at 4 PM in the small meeting room

Bond Update:

No update.

Director's Report:

• **Projects & News**

- On July 13th, Arkos Design held an all-day Design Planning Session for our upcoming library refresh project. Next, we will be having a Community forum for feedback on the project design options. A date will be announced very soon.
- Our fill a bag for \$1 Courtyard Book sale this past weekend produced \$96.00 in sales and \$35.75 donations or a grand total of \$131.75.
- We received \$1,977.89 from the Good to Go gas station for the June Round Up at the Register donation program. If you recall, we received \$1373.26 for the month of May. That brings the grand total to \$3,351.15 in donations! It is absolutely wonderful of the Good to Go to offer this service to the library, and I would like to thank them for their generosity.

CUTPL July Board Meeting Minutes (cont.)

- **Programs & Events**

- CUTPL Staff (Esmie and Laura) provided Storytime at the Marshall County 4H Fair yesterday. There were 34 attendees.
- On August 3rd, we are hosting the American Red Cross for a Blood Drive
- On August 22nd, CUTPL will be hosting the Indiana State Library for Regional Library Trustee Training from 2-4:30 PM. All area Board Members & Library Directors are invited and encouraged to attend this free training. Please let Laura know if you plan to attend by August 14th.

Unfinished Business:

No unfinished business.

New Business:

Motion to approve \$148.49 travel expense for overnight stay in Indianapolis associated with attendance at the New Director Workshop 8/9/23 – 8/10/23 for Laura Jones was made by Paul and seconded by Karen.
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Motion to approve \$129.99 travel expense for overnight stay in Indianapolis associated with continuing education 8/17/23-8/18/23 for Erin Lawrence was made by Paul and seconded by Karen.
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Erin Lawrence presented the board with a substantial review of the library's publicity and promotional plan. The presentation was in-depth, thoughtful and rooted in communications excellence and best practices. Several board members expressed their endorsement of the plan and all members present expressed appreciation for Erin's strong work in this area.

Motion to approve a commitment resolution for continued participation for 2024-2025 in the E-Rate Consortium of participating libraries for public library internet access was made by Marty and seconded by Paul.
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After review and discussion, a motion to accept the Materials Declared Excess report was made by Karen and seconded by Paul.
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After review and discussion, a motion to accept the Furniture Declared Excess report was made by Marty and seconded by Paul.
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CUTPL July Board Meeting Minutes (cont.)

Public Comment: None.

Trustee Comments:

Marty commented on the high degree of professionalism demonstrated by Arkos Design at the Discovery Planning session held at CUTPL on July 13th, and noted the energetic participation by CUTPL employees.

Adjournment: Motion to adjourn made by Paul and seconded by Pam.
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Meeting adjourned at 7:50 pm.

Minutes taken by Marty Oosterbaan

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

Aye:

Bill Pittman
D.H. G.
Pam Anick
Mary Banfield
Mary O.C.
A

Nay:

Date Signed: August 15, 2023