

**Culver-Union Township Library
Regular Board Meeting Minutes
December 19, 2023**

Time: 7:00

Place: CUTPL Main Room, Lower Level

Call to Order and Pledge of Allegiance

Meeting was called to order by President Karen Boland at 7:00 PM.

Members/Attendance: Karen Boland, Amy Kindernay, James Wolf, Martin Oosterbaan, Jan Fitterling, Rebecca Strati and Jenna Fairchild. Others present: Finance Director Cathy Thomas.

A quorum was established, and the meeting was properly noticed.

Agenda approval: Motion to approve the amended agenda made by Kindernay, seconded by Fitterling. Approved 7-0.

Secretary's Report: Minutes for the October 17th regular board meeting were sent to members of record prior to the meeting and all suggested changes and corrections were made. Motion to approve the meeting minutes was made by Strati and seconded by Fitterling. Approved 6-0, with Fairchild abstaining.

Minutes for the November 28th regular board meeting were sent to members of record prior to the meeting and all suggested changes and corrections were made. Motion to approve the meeting minutes was made by Wolf and seconded by Fairchild. Approved 6-0, with Oosterbaan abstaining.

Treasurer's Report: Treasurer Wolf presented several slides providing current fund balances, the current bond balance, and expense and budget detail as of November month-end. Highlights: our bank account balance is up \$152,455 from one year ago; our operating fund health is now at 13.9x of our monthly average spend; receipts (primarily tax) are \$39,304 higher than expected and spending is \$58,530 lower than expected.

Some discussion was held around legal and other line item expenses. Wolf presented the operating fund charts showing YTD receipts, expenditures, materials expenditures and fund balance. All measures are favorable to budget and projections.

Wolf also presented bond-related expenditures and voucher detail for November. Oosterbaan motioned to approve November 2023 Accounts Payable Vouchers in the amount of \$105,606.05. Seconded by Fitterling. Approved 7-0.

Facilities Committee: No meeting held and no report. It was discussed that over the first few months of 2024 the board should review appointments to the Library Building Corporation board.

Finance Committee: Boland, Wolf and Oosterbaan attended the finance committee meeting on December 14th along with Interim Director and Finance Manager Cathy Thomas, and past board treasurer and long-time committee member Alfred Nyby.

CUTPL October Regular Board Meeting Minutes (cont.)

Thomas discussed the proposed replacement of the main copy machine used by staff when high-quality color copies are required, and for making copies for library patrons according to our fee schedule. The existing copy machine has been in use since 2010, and will no longer be serviced by RICOH. The replacement copier has similar capabilities, enhanced technology, and lower monthly maintenance costs. The purchase was recommended by the Finance Committee. Fitterling motioned to approve the \$5,120.68 spend on the replacement copier, seconded by Kindernay. Approved 7-0.

Thomas presented a quote from AVC Staff/Patron Technology for computer and printer replacements and upgrades. The purchase was recommended by the Finance Committee. Strati motioned to approve the \$33,800.62 spend, seconded by Oosterbaan. Approved 7-0. Proceeds to come out of the bond fund.

Thomas presented the 2024 salary schedule which included 3% raises for all eligible personnel. Larger raises could be justified in some cases but were deemed by the Finance Committee to be unaffordable. Discussion was held around the estimated salary for the new director and other needed resources for programming, operations and management. Wolf motioned to approve the 2024 salary schedule as recommended, seconded by Kindernay. Approved 7-0.

The next Finance Committee meeting will be held January 11th, 10:30am, CUTPL.

Policy Committee: Boland, Thomas, and Fitterling attended the policy committee meeting on December 11th and recommended to the board certain changes in several policies. All proposed changes were reviewed and discussed.

Oosterbaan motioned to approve the revised Patron Behavior Policy, seconded by Fitterling. Approved 7-0.

Fitterling motioned to approve the revised Public Comment Policy, seconded by Strati. Approved 7-0.

Wolf motioned to approve the revised Internal Control Policy, seconded by Fitterling. Approved 7-0.

The board agreed to refer the revised Reconsideration of Materials Policy back to the policy committee for further review. Boland requested that all board members provide their suggestions in time for the next Policy Committee meeting on January 13, 11am, at CUTPL.

Director's Report: Interim Director Cathy Thomas reported that legal counsel Barnes and Thornburg are preparing the deed to transfer ownership of the library building from the building corporation to CUTPL upon final bond payment in the new year.

Thomas will need a signatory available to co-sign the wire of our lease payment before year end. Several signatories will be available around the holidays.

Thomas advised that an adult craft program as well as a movie night have been scheduled. Youth programming has reestablished the Teen Book Club. The winter reading program will start January 8th.

Thomas asked that all board members who have not had the required training on internal controls to please plan to stay after the January board meeting to receive the training.

Unfinished Business: A variety of changes to the bylaws were suggested at the November board meeting and were provided within the required time frame for board member consideration at the December meeting. Kindernay motioned to approve the suggested changes in the bylaws, seconded by Fitterling. Approved 7-0.

CUTPL October Regular Board Meeting Minutes (cont.)

New Business: A salary schedule adjustment from intern to minimum wage compensation was proposed for youth services assistant Anna Blocker. Motioned by Oosterbaan, seconded by Strati. Approved 7-0.

A 2024 holiday closings schedule was presented. The proposed holidays track with those specified in the personnel handbook. Discussion resulted in agreement that the handbook should be reviewed by the Policy Committee for possible revision and expansion of the holidays included, but for now, the proposed schedule should be considered. Fairchild motioned to approve the 2024 holiday schedule as proposed with a recommendation for further consideration by the Policy Committee, seconded by Strati. Approved 7-0.

Thomas presented a resolution to transfer \$1,000 in funds gifted by Friends of the Library in July 2022 from the Carnegie Gift Fund to the Finney Trust Fund, after determining that the original intent of the gift was to support adult programming, and that the funds had not yet been expended. The intent of the gift had not been previously verified with the FOL. Kindernay motioned to approve the resolution, seconded by Wolf. Approved 7-0.

Thomas recruited Boland to review W-2s for 2023 prior to issuance right after the first of the new year.

An Executive Session of the board was scheduled for December 28th, 4pm, at CUTPL to discuss candidates for the position of library director.

Public Comments: None.

Trustee Comments: The board thanked Karen Boland for her leadership through an eventful four months. Jim Wolf advised that he has been reappointed by the school board and will continue his service on the board. Karen Boland also advised that she, too, will remain on the board into 2024.

Adjournment: Motioned by Wolf at 8:34pm, seconded by Strati. Approved 7-0.

Minutes taken by Martin Oosterbaan

Karen Boland

Jannah Fairchild

Janet Fitterling

Amy Kindernay

Martin Oosterbaan

Rebecca Strati

James Wolf

Board Approval Date:

Handwritten signatures of board members over horizontal lines. From top to bottom: Karen Boland, Jannah Fairchild, Janet Fitterling, Amy Kindernay, Martin Oosterbaan, Rebecca Strati, James Wolf. Below the signatures is the date 01/16/2024.