

**Culver-Union Township Library  
Regular Board Meeting Minutes  
January 16, 2024**

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 p.m.

**Members/Attendance:** Karen Boland, James Wolf, Martin Oosterbaan, Jan Fitterling, Rebecca Strati and Jennah Fairchild. Not present: Amy Kindernay. Others present: Finance Director (and Interim Library Director) Cathy Thomas.

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

**Agenda approval:** Motion to approve the amended agenda made by Fairchild, seconded by Fitterling. Approved 6-0.

**Secretary's Report:** Minutes for the December 19, 2023 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 Wolf. Approved 6-0.

**Treasurer's Report:** Treasurer Wolf presented several slides providing current fund balances, the current bond balance, and expense and budget detail as of December month-end. Highlights: our bank account balance is up \$157,108 from one year ago; our operating fund health is now at 17.1x of our monthly average spend; receipts (primarily tax) are \$37,748 higher than expected and spending is \$68,830 lower than expected.

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 December. Oosterbaan motioned to approve December 2023 Accounts Payable Vouchers in the amount of \$134,123.85. Seconded by Fitterling. Approved 6-0.

**Annual Financial Meeting:** Wolf provided a report on the results of the library's 2023 investments. Investment returns reflect the positive interest rate environment. Discussion was held regarding the outlook for future interest rates. Thomas advised that the bulk of invested funds has a guaranteed rate through June of 2024; interest rates for reinvestment at that time are to be determined.

**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 14<sup>th</sup> along with Interim Director and Finance Manager Cathy Thomas, and past board treasurer and long-time committee member Alfred Nyby.

## CUTPL January Regular Board Meeting Minutes (cont.)

Fairchild motioned to approve expenditures to classify \$8,051.25 to the bond account as recommended by the Finance Committee, seconded by Fitterling. Oosterbaan noted that a conservative approach was taken with respect to expenses to include in the bond fund -- that anything in the grey area was assigned to operating expenses. Approved 6-0.

Thomas presented a resolution to transfer funds from the Operating Fund to the Rainy Day fund. The relative health of the Operating Fund has created the opportunity to designate funds for emergency or strategic use. Thomas presented resolution alternatives at 5%, 10% and 15% of the Operating Fund. Funds transferred to Rainy Day are not included in the 2024 expenditure budget and expenditure of those funds would be a negative variance to budget. Fairchild noted that investment of these funds may provide higher investment rates and returns. Oosterbaan motioned to transfer 15% of the Operating Fund, \$160,000 to the Rainy Day fund, seconded by Strati. Approved 6-0.

The next Finance Committee meeting will be held February 8th, 10:30am, CUTPL.

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

Fairchild moved, seconded by Wolf, proposed changes to Internet Use Policy. Fitterling moved, seconded by Strati, proposed changes to the Wireless Use Policy. Substantive changes in both policies reflect changes at CUTPL with respect to the provision of computer and internet-related services. Both motions were approved 6-0.

The board also reviewed the Internet Permission Form to use for patrons under 18 years old desiring access to the internet through CUTPL.

**Director's Report:** Interim Director Cathy Thomas reported that all staff attended a seminar to enhance our summer reading program.

Thomas reported that we have 39 individuals are participating in the youth winter reading program.

Thomas reported that the new Ricoh copying machine will be delivered next week, as will certain computer and printer upgrades for CUTPL staff.

**Unfinished Business:** None.

**New Business:** A motion was made by Fitterling, seconded by Strati, to extend an offer of employment to Joseph Fox to serve as Director of CUTPL. Salary \$65,000 adjustable upward for benefits including life and health insurance, CUTPL contribution to PERF at +11%. Approved 6-0.

Fitterling also motioned to approve a sign-on bonus resolution Exception to Vacation Leave Policy for Joe Fox, the effect of which is to allow full vacation day benefits within the first year of employment with CUTPL. Approved 6-0.

Election of Officers: Boland nominated Strati as President of the CUTPL Board of Trustees, seconded by Oosterbaan. Boland nominated Kindernay as Vice President, seconded by Fairchild. Boland nominated Oosterbaan as Secretary, Fitterling seconding. Boland nominated Wolf as Treasurer, seconded by Fairchild. There were no additional nominations. Nominations were approved 6-0.

CUTPL January Regular Board Meeting Minutes (cont.)

**Public Comments:** Mr. Sam Martin of Starke County submitted that certificates of appointment for certain board members were properly completed but not recorded in the county clerk's office within 30 days of the administration of the trustee oath.

**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 8:04 p.m., seconded by Strati. Approved 7-0.

Minutes taken by Martin Oosterbaan

Karen Boland



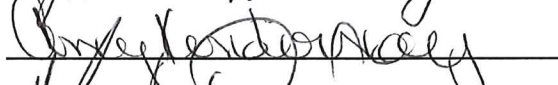
Jannah Fairchild



Janet Fitterling



Amy Kindernay



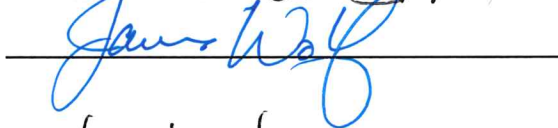
Martin Oosterbaan



Rebecca Strati



James Wolf



Board Approval Date:

