

**Culver-Union Township Library
Regular Board Meeting Minutes
February 20, 2024**

Time: 7:00

Place: CUTPL Main Room, Lower Level

Call to Order and Pledge of Allegiance

Meeting was called to order by President Rebecca Strati at 7:00 p.m.

Members/Attendance: Karen Boland, James Wolf, Martin Oosterbaan, Jan Fitterling, Rebecca Strati and Jennah Fairchild, Amy Kindernay. Others present: Finance Director Catherine Thomas and Library Director Joseph Fox.

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

Agenda approval: Motion to approve the amended agenda made by Kindernay, seconded by Wolf. Approved 7-0. Motion to amend the agenda to correct the Facilities, Policy, Finance Committee Report item was later made by Wolf, seconded by Boland, and also approved 7-0.

Secretary's Report: Minutes for the January 16, 2024 regular board meeting and the January 31, 2024 special 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 Fitterling and seconded by Boland. Approved 7-0.

Treasurer's Report: Treasurer Wolf presented several slides providing current fund balances, the current bond balance, and expense and budget detail as of January month-end. Highlights: our bank account balance is up \$166,041 from one year ago; our operating fund health is now at 14.5x of our monthly average spend after our recent \$160,000 contribution to the Rainy Day fund; receipts in January are slightly higher than projected and expenses for January were slightly lower than expected.

Wolf also presented bond-related expenditures and voucher detail for January, noting that ABC has yet to invoice the new computer equipment, and that we await a quote from AVC for 5 new iPads. No other expenditures from the bond fund are currently projected.

Thomas walked the board the purpose and financial detail associated with the various gift funds as part of the review of the Cash and Investment Combined Statement 2023 being filed with the State.

Oosterbaan motioned to approve the January accounts payable voucher amount of \$103,761.67, and to accept the Treasurer's report. Seconded by Kindernay. Approved 7-0.

Facilities, Policy, Finance Reports: These committees did not meet in February.

CUTPL February Regular Board Meeting Minutes (cont.)

Director's Report: Director Fox reported that it has been a great couple of weeks.

He has candidates to fill the part-time role previously held by Jessica Perkins.

He is working to prepare the annual report, and gave thanks to Cathy Thomas as a "huge help" in completing the financial part of the report.

Joe would like to schedule an open house, and the board was highly supportive of the idea.

It was noted that the Friends of The Library has begun meeting again. Boland encouraged board members to join the organization and participate in their meetings. The next meeting of Friends of the Library will be March 21st @ 1 p.m. at CUTPL.

Unfinished Business: None.

New Business:

Certification of Internal Controls: Thomas asked for a motion to authorize President Strati to sign the Certification of Internal Controls. The internal controls policy was reviewed and revised by the board in December. CUTPL is current with respect to all training requirements. Oosterbaan motioned, seconded by Fitterling. Approved 7-0.

Non-Resident Card Fee: Fox asked for a motion to reduce the fee for non-residents to \$171, explaining the requirements. Motioned by Boland and seconded by Strati. Approved 7-0.

New Position – Adult Services Manager: Director Fox requested approval to put together a job description for a 35 hr./wk. position responsible for adults services and circulation. This position is contemplated in the 2024 budget. Motioned by Wolf and seconded by Boland. Approved 7-0.

Director Spending Authority: Past policy has provided the Director authority to make purchases up to \$2,500 without prior approval from the Board of Trustees. Boland motioned to provided this authority to Director Fox, seconded by Kindernay. Approved 7-0.

Operation, Reserve and Sinking Fund Monies: Thomas indicated that retirement of the lease mortgage bonds has left approximately \$11,000 in that bond account that will not be used. She is checking with library counsel to determine if the amount can be transferred to the operating fund and asked for approval to transfer the funds there if the legal opinion is favorable. Motioned by Oosterbaan and seconded by Boland. Approved 7-0.

Public Comment: None.

Trustee Comments: Wolf welcomed Director Fox to CUTPL.

Adjournment: Motioned by Fairchild, seconded by Fitterling. Approved 7-0 @ 7:34 p.m.

CUTPL February Regular Board Meeting Minutes (cont.)

Minutes taken by Martin Oosterbaan

Karen Boland

Karen V. Boland

Jannah Fairchild

Jannah Fairchild

Janet Fitterling

Janet Fitterling

Amy Kindernay

Amy Kindernay

Martin Oosterbaan

Rebecca Strati

James Wolf

James Wolf

Board Approval Date:

03/19/24