

**Culver-Union Township Library  
Regular Board Meeting Minutes  
April 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 Rebecca Strati at 7:00 p.m.

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

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

**Agenda approval:** Motion to approve the agenda made by Boland, seconded by Fairchild. Approved 7-0. Motion to delete the Bond Update item from the agenda (redundant) was later made by Boland, seconded by Oosterbaan, and also approved 7-0.

**Secretary's Report:** Deferred until the May meeting.

**Treasurer's Report:** Treasurer Wolf presented several slides providing current fund balances, the current bond balance, and expense and budget detail as of March month-end. Highlights: receipts YTD are \$16K above projections; expenses \$3K higher, mainly due to legal expense. Our bank account balance is up \$161,196 from one year ago; our operating fund health is now at 13.6x monthly average spend.

Our materials spending at 10.1% of operating funds is running slightly higher than our year-end projection of 9.5%.

In summary, CUPTL is maintaining its strong financial posture.

Oosterbaan motioned to approve the March accounts payable voucher amount of \$116,255.35, and to accept the Treasurer's report. Seconded by Boland. Approved 7-0.

**Committee Reports:**

The facilities committee did not meet this month.

The policy committee did meet this month, and Fox walked the board through suggested revisions to the Public Comment Policy. The intent is to provide clarification regarding public comment to the board made by individuals living outside the township.

Fox also presented for initial review a social media policy, as currently CUTPL does not have one. After brief discussion regarding the intended audience the matter was tabled for future discussion.

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

The finance committee also met in April. Thomas walked the board through recommended furniture purchases for the youth services unit. Fox advised the board of his discussions with the Culver Park District regarding a new contribution to the Story Walk partnership between the district and CUTPL. The contribution would be for new and better Story Walk signage. After discussion Oosterbaan moved to authorize a \$3,480 appropriation from the bond fund for the furniture purchase and a \$2,210 appropriation from the general gift fund for the Story Walk sign upgrade.

Fox advised the board he is in discussions with vendors regarding security cameras for CUTPL, and will have more specifics including cost proposals at the conclusion of those discussions.

### **Director's Report:** Fox reported:

A seed library has been established consisting of flowers, herbs and vegetables. This is an exciting new service being brought to the community, and it is already proving popular. An old card catalogue has been pressed into service to store the seeds.

He is looking into room management software to use in scheduling meeting room space within CUTPL. Rooms will be able to be requested through our website, where patrons will be able to see a picture of the room and specifics regarding capacity, etc. The software will add to the efficient compilation of certain important metrics.

Responding to state mandate, Fox is implementing a catalogue discovery layer to the Evergreen website, customized for CUTPL. This will provide a better user experience for patrons using Evergreen.

Joe's monthly full staff meeting will begin incorporating outside presentations. At the next meeting Terry Wakefield, Culver's fire chief, will provide hands-on experience to our employees in responding to a live burn (controlled) fire, using the library parking lot.

Joe met with Rev. Houghton of the Culver Historical Society regarding the Stories and Stones presentation this summer. Joe is planning to continue CUTPL support to this event.

Work continues in the search for an adult services librarian. Initial efforts did not produce the quality of candidate needed, but a redoubling has produced some interesting candidates who will be interviewed.

**Unfinished Business:** None.

### **New Business:**

Following earlier verbal notice, a formal letter of resignation was received from Esmie Rodgers, to be effective June 18<sup>th</sup>. Esmie's letter says that her husband has taken a position in a different state and that she will be moving. She expressed her thanks for support from both CUTPL and the general public. Fox is gearing up the search for a successor.

**Public Comment:** Sam Martin of Starke County requested a copy any board email correspondence relating to the board meeting held January 31, 2024, and sent prior to that meeting. One such email exists, dated January 30<sup>th</sup>, and it forwards to the members of the board the agenda and the resolution to be considered by the board at the meeting the following day. Fairchild showed a copy of the email to Mr. Martin, and the matter was resolved.

CUTPL April Regular Board Meeting Minutes (cont.)

**Trustee Comments:** None.

**Adjournment:** Motioned by Fairchild, seconded by Fitterling. Approved 7-0 @ 7:43 p.m.

Minutes taken by Martin Oosterbaan

Karen Boland

Karen Boland

Jannah Fairchild

Jannah Fairchild

Janet Fitterling

Janet Fitterling

Amy Kindernay

Amy Kindernay

Martin Oosterbaan

Martin Oosterbaan

Rebecca Strati

Rebecca Strati

James Wolf

James Wolf

Board Approval Date:

05/21/2024