

# **Culver-Union Township Public Library**

## **Regular Board Meeting-March 19, 2024, 7:00PM**

### **CUTPL Large meeting room**

#### **Call to order/Pledge of Allegiance**

- The regular board meeting of the CUTPL Board of trustees was called to order by Vice President Amy Kindernay at 7:00PM. Kindernay then led the room in the Pledge of Allegiance.

#### **Roll call/ Establish quorum/Approve the Agenda**

- Amy Kindernay, Jennah Fairchild, Jan Fitterling, James Wolf, and Karen Boland were in attendance.
- Rebecca Strati and Marty Oosterbaan were not in attendance.
- CUTPL Director Joe Fox and Financial manager Cathy Thomas were in attendance.
- A quorum was established, and the meeting duly noticed.
- The motion to approve the agenda was made by Boland, seconded by Fitterling, and unanimously approved 5-0.

#### **Secretary's Report**

- The secretary's report from the February Regular Board Meeting was reviewed. The motion to approve the secretary's report was made by Wolf, seconded by Fitterling, and unanimously approved 5-0.

#### **Treasurer's Report**

- The treasurer's report was presented to the board by Treasurer Wolf. The monthly financial summary showed a 14-month cushion with increased receipts and increased material spending, in accordance with the state standards. The review of the Bond Ledger showed monies paid for the new computers and office furniture. The bank balances sit at approximately 1.3 million. The motion to approve the Accounts Payable Vouchers for February 2024 of \$110704.53 was made by Boland, seconded by Fitterling, and unanimously approved 5-0.

#### **Facilities Report**

- The Facilities Committee did not meet in February. Director Fox plans an April meeting with the date forthcoming.

#### **Policy Report**

- Reconsideration of Materials Policy-tabled for one month to revise the language.
- Reconsideration Form-the motion was made to approve the revised form by Fairchild, seconded by Boland and unanimously approved 5-0.
- Public Comment Policy-tabled for one month to add language that public comment is restricted to the individuals that live within the CUTPL service area.
- The next meeting will be 3/28/24 at 4:30PM

#### **Finance Report**

- Director Fox presented the Board with the Finance committee's choices for inside and outside furniture and the 5IPAD minis and Apple Care. The motion was made to approve these purchases with BOND money by Fitterling, seconded by Wolf and unanimously approved 5-0.
- Finance manager Thomas directed the Board in the best practice of using LIRF funds for unusual repairs/maintenance and then Rainy-Day Funds. The motion to adopt this practice was made by Fitterling, seconded by Boland, and unanimously approved 5-0.

- Director Fox asked for compensation approval for the Adult Services Manager position at 34-36K. This is a full-time position to which two viable candidates have applied. The motion to approve this compensation was made by Boland, seconded by Wolf, and unanimously approved 5-0.
- The next meeting will be 4/11/24 at 10:30AM

### **Bond Update**

- The BOND money can be spent until June/early July 2024, and then the remainder of funds will be moved into Debt Services.

### **Director's Report-**

- Library scheduling is being changed to Microsoft teams->this should allow for better communication and real-time edits.
- Homebound Services has been restarted->Miller's Merry Manor sends the requests and then Chris delivers the items. CUTPL is planning to expand these services via our social media and website.
- Director Fox discussed the website improvements, innovative programs and speakers-including Debbie Palmer and Jeff Kenney. Fox then discussed the Dolly Parton Imagine Library, and the need for Marshall County to have one->CUTPL and the Friends of CUTPL are working to obtain funding partners.
- CUTPL is still looking to fill the Part-time Youth Services position->Mitch is currently filling this role until the position is filled.
- Director Fox has been meeting with other Library Directors in Marshall County.

### **Unfinished Business**

- Director Fox's insurance benefit-The motion was made to pay \$241.45/month insurance benefit as a salary add-on. This is less than the premium CUTPL pays through Anthem. This will be paid quarterly. The motion was made by Boland, seconded by Fitterling, and unanimously approved 5-0.

### **There was no new business nor public comment**

### **Trustee Comment**

- Fitterling and the FUN committee will be preparing and distributing Easter baskets for the CUTPL staff after the board meeting. A meet the new director will be scheduled for May.
- Kindernay expressed her thankfulness to Director Fox.

### **Adjournment**

- Fairchild made the motion to for adjournment, it was seconded by Wolf and the motion passed unanimously 5-0.

**Board approval**

Rebecca Strati

Amy Kindernay

James Wolf

Marty Oosterbaan

Jannah Fairchild

Janet Fitterling

Karen Boland

Date

  
  
  
  
  
