

**Culver-Union Township Library  
Regular Board Meeting Minutes  
May 21, 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 an amended agenda inserting an introduction to Amelia Lowry, newly-hired adult services manager, was made by Boland, seconded by Fairchild. Approved 7-0.

**Introduction to Amelia Lowry:** Joe Fox provided the introduction, and Amelia provided the board with an overview of her professional experience. Amelia's start date at CUTPL was May 20th.

**Secretary's Report:** Amended minutes for the April 16, 2024 meeting were reviewed by the board in advance of the meeting. Motion to approve the minutes was made by Boland and seconded by Fitterling. Approved 7-0. Minutes for the March 19, 2024 meeting were presented for board review. Motion to approve the March minutes as submitted by Boland made by Wolf and seconded by Fitterling. Motion approved 5 – 0, Strati and 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 April month-end. Highlights: receipts YTD are \$16,843 above projected; expenses \$2,622 higher, mainly due to legal expense. Our bank account balance is up \$161,744 from one year ago; our operating fund health is now at 12.7x monthly average spend.

Our YTD materials spending at 9.6% of operating funds projects to an annual run rate of 8.6% and above the ISL required minimum of 8.0%.

In summary, CUPTL is maintaining a strong financial posture.

Local Income Tax (LIT) revenues are coming in much higher than anticipated. Current LIT receipts YTD are at \$54,946, up 62% year-over-year. Annual projection is now \$159,000 for 2024, with supplemental LIT payment of \$47,881 for May. LIT revenues accrue to the operating fund.

Reconciled bank balance and employee job pay detail, fund disbursement balance, revenue detail, the accounts payable register and the appropriation report were all provided to the board in advance.

Oosterbaan motioned to approve the May accounts payable voucher amount of \$109,577.62, and to accept the Treasurer's report. Seconded by Fairchild. Approved 7-0.

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

### **Committee Reports:**

The facilities committee did not meet this month. No meeting has been scheduled for June.

The policy committee did not meet this month. The committee will next meet on June 27<sup>th</sup>.

The finance committee met on May 9<sup>th</sup> and is scheduled to meet again on June 13<sup>th</sup>. Fox provided a report on two modernization initiatives.

- Recommendation to purchase security cameras through AVC. Purchase amount: \$14,633.29. AVC is a current vendor. No monthly fee is incurred, and software and installation are included. After discussion, a motion to approve purchase of the cameras was made by Boland and seconded by Kindernay. Approved 7-0.
- Recommendation to improve the flooring in the Carnegie Room through (need vendor's name). Purchase amount \$11,996.78. After discussion a motion to approve the recommendation was made by Fitterling and seconded by Kindernay. Approved 7-0.

### **Bond Update:**

Thomas reported that after purchase of the carpet and cameras the unused balance in the bond fund will be \$9,389,68.

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

Work has begun on expanding the collection. New additions include offering passes to Potawatomi Zoo in South Bend. The passes are good for up to eight people, and can be checked out for two days. Board discussion included researching the possibility of offering a pass to the Culver Park Beach.

Fox has found a suitable candidate for youth services manager, and an offer has been accepted. Start date is June 5<sup>th</sup>. The final day at CUTPL for Esmie Rodgers will be May 28<sup>th</sup>. Also, a summer intern has been identified and will serve CUTPL for eight weeks beginning on May 28<sup>th</sup>.

Staff has been sent out to other libraries to help gather additional perspectives on library operations. Last month staff members visited the Wells County Public Library in Bluffton. Fulton county is next.

Fox is attending the annual budget workshop in Indianapolis May 23<sup>rd</sup>.

A motion to accept the director's report was made by Fitterling and seconded by Kindenay. Approved 7-0.

**Unfinished Business:** None.

### **New Business:**

Fox presented a salary schedule for new hires as follows:

- Adult Services Manager: \$37,000
- Youth Services Manager: \$35,000
- Summer Intern: \$12/hr.

CUTPL May Regular Board Meeting Minutes (cont.)

A motion to approve the salary schedule was made by Wolf and seconded by Fitterling. Approved 7-0.

Fox recommended an in-service day for CUTPL staff for Friday, September 13<sup>th</sup>. The library will be closed that day. Motion to approve made by Fairchild, seconded by Boland. Approved 7-0.

Jannah Fairchild will make a presentation on cybersecurity at CUTPL at 6 p.m. on June 11<sup>th</sup>. All are invited.

**Public Comment:** None.

**Trustee Comments:** None.

**Adjournment:** Motioned by Wolf, seconded by Fairchild. Approved 7-0 @ 7:55 p.m.

Minutes taken by Martin Oosterbaan

Karen Boland

Karen V. Boland

Jannah Fairchild

Jannah Fairchild

Janet Fitterling

Janet Fitterling

Amy Kindernay

Amy Kindernay

Martin Oosterbaan

Martin Oosterbaan

Rebecca Strati

Rebecca A Strati

James Wolf

James Wolf

Board Approval Date:

06/18/24