

**Culver-Union Township Library
Regular Board Meeting Minutes
June 18, 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, Not Present: Amy Kindernay. Others present: Finance Manager Cathlene 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 Fitterling. Approved 6-0.

Secretary's Report: Amended minutes for the May 21, 2024 meeting were reviewed by the board in advance of the meeting. Motion to approve the minutes was made by Wolf and seconded by Boland. 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 May month-end. Highlights: receipts YTD are \$65,630 above projected reflecting higher-than expected local income tax receipts; expenses \$4,206 higher, mainly due to legal expense. We did post \$1,171 additional expense in May related to Communication and Transportation due largely to courier service charges being increased by the Indiana State Library. Waste disposal costs were \$918 over budget relating to cleanup costs associated with materials set aside in the library basement not accepted by Habitat For Humanity. Our bank account balances are up \$196,273 from one year ago; our operating fund health is now at 13.3x monthly average spend.

Our YTD materials spending at 9.1% of operating funds projects to an annual run rate of 8.9% and above the ISL required minimum of 8.0%.

In summary, CUPTL is maintaining a strong financial posture.

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.

Boland motioned to approve the June accounts payable voucher amount of \$94,996.32, and to accept the Treasurer's report. Seconded by Oosterbaan. Approved 6-0.

CUTPL June Regular Board Meeting Minutes (cont.)

Committee Reports:

The facilities committee did not meet this month.

The policy committee met on May 30th and developed a Security Camera Policy addressing the video cameras being installed this month. The policy was discussed in detail and is geared to both asset protection and patron privacy. Motion to approve the Security Camera Policy as proposed was made by Fairchild and seconded by Fitterling. Approved 6-0.

The finance committee met on June 13th and June 17th. Fox, Thomas, Oosterbaan and Wolf walked the board through the committee recommendation to purchase a six-month certificate of deposit from First Farmers Bank and Trust. The interest rate paid on deposits at First National Bank of Monterey is up for renewal, and options were explored for these funds at First National Bank of Monterey, First Farmers National Bank, and TrustIndiana. After discussion, it was determined to place \$400,000 from the Operating Fund, all \$323,352.99 of the Rainy Day Fund and all \$149,677.39 of the Humbert Gift Fund into a six-month CD with First Farmers Bank & Trust totaling \$873,030.38 at a rate of 5.35%/5.48% APR. Approximately \$181,000 in Operating Funds will remain on general deposit at First National Bank of Monterey earning interest at 5% guaranteed through year-end. Approved 6-0.

Bond Update:

No payment activity out of the bond fund this month and the only activity was an interest accrual in the amount of \$228.66. Invoices for the Carnegie basement carpet and the security camera installation are expected to be paid within 30 days, bringing the unused balance in the bond fund to under \$10,000, with no further draws expected.

Director's Report: Fox reported:

We are entering budgetary season. On July 15th at 11:15 a.m. a video conference will be held at CUTPL with our liaison with the DLGF to have our initial budget discussion for calendar year 2025. All board members are invited.

Fox clarified the cloud storage capacity for the camera security system. Once the storage limit is reached, the system will record over the oldest video being stored. The system is expected to store at least two weeks of video.

The old floor in the Carnegie basement has been removed and unfortunately a musty smell is present. The work by contractor Pratt has been put on hold and ServPro has been called in to evaluate.

Fox reported on several staffing changes. Financial Clerk Leanna Gielow has announced her resignation effective June 21st. Mitchell Anderson has accepted an offer to fill the financial clerk position effective June 25th. Erin Schoberg, adult services assistant, has left CUTPL. Fox is looking to hire her successor. Montana Golden started work as Youth Services Manager effective June 3rd, succeeding Esmie Rodgers. The board will be formally introduced to Montana at our next meeting.

CUTPL is now (and once again) part of the Statewide Remote Circulation System. This represents a significant expansion of materials access and is a complement to Evergreen.

A motion to accept the director's report was made by Wolf and seconded by Fitterling. Approved 6-0.

CUTPL June Regular Board Meeting Minutes (cont.)

Unfinished Business:

A Salary Schedule Adjustment in the amount of \$241.45 per month for Director Fox effective to his start date of February 5th was presented as required documentation of the terms CUTPL's offer to Fox at his hiring. The amount compensates for premiums saved by CUTPL under our health insurance program due to Fox's non-participation. Motion to approve was made by Boland and seconded by Fitterling. Approved 6-0.

New Business:

Thomas presented the Salary Schedule Adjustment for Mitchell Anderson as he takes on the Finance Clerk position effective July 3, 2024, at \$14.65/hr. Motion to approve made by Boland and seconded by Fairchild. Approved 6-0.

Public Comment: None.

Trustee Comments: Boland passed along positive comments made by a patron who has not visited CUTPL in some time, and was complementary of the changes and helpfulness of the staff. Wolf reinforced the potential for strong relations with the new head of the Lake Maxinkuckee Environmental Council, Adam Thada, a past colleague.

Adjournment: Motioned by Oosterbaan, seconded by Boland. Approved 6-0 @ 7:55 p.m.

Minutes taken by Martin Oosterbaan

Karen Boland



Jannah Fairchild

Janet Fitterling



Amy Kindernay

not present

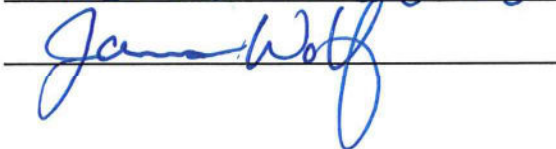
Martin Oosterbaan



Rebecca Strati



James Wolf



Board Approval Date: _____