

**Culver-Union Township Library
Regular Board Meeting Minutes
July 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). 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.

Amy Kindernay will be providing formal notice of her resignation from the board. She is moving out of the library service area. Effective date is to be established. The appointing entity (school board) has been advised. The board will need to elect a new vice president.

Jennah Fairchild has provided formal notice of her resignation from the board effective July 9th. The appointing entity (county council) has been advised.

Agenda approval: Motion to approve the agenda made by Boland, seconded by Fitterling. Approved 5-0.

Youth Services Manager Introduction: Montana Golden was introduced to the board as the new Youth Services Manager for CUTPL. Montana is a native of Etna Green, a grad of Triton and Ball State, and has a background in theatre and the arts. Her start date was June 3rd. She is excited to join the Culver community and is in the process of moving to Marshall County.

Secretary's Report: Amended minutes for the June 18th meeting were reviewed by the board in advance of the meeting. Revisions were suggested and made. Motion to approve the minutes was made by Wolf and seconded by Boland. Approved 5-0.

Treasurer's Report: Treasurer Wolf presented several slides providing current fund balances, the current bond balance, and expense and budget detail as of June month-end. Highlights: receipts YTD are \$74,092 above projected reflecting higher-than expected local income tax and general property tax receipts; expenses \$6,357 higher, mainly due to legal expense. Our bank account balances are up \$194,030 from one year ago; our operating fund health is now at 18.8x monthly average spend.

Our YTD materials spending at 9.5% of operating funds projects to an annual run rate of 9.0% 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.

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July vouchers include a significant transfer of assets -- \$873,030.38 from First Bank of Monterey to First Farmers Bank for investment purposes. Also included is a \$74,794.50 general obligation bond payment for principal and interest. Furniture purchases of \$23,930 are also included. Oosterbaan motioned to approve the July accounts payable voucher amount of \$1,072,443.90, and to accept the Treasurer's report. Seconded by Boland. Approved 5-0.

After discussion, a motion was made by Oosterbaan to shut down the bank account used for expenditures associated with the general obligation bond, as we will make no additional expenditures. Seconded by Boland. Approved 5.0. A motion was made by Boland to have the remaining balance in the bond bank account (approximately \$10,000) transferred to the Bond & Interest Redemption Fund upon closing of the bond fund account. Seconded by Fitterling. Approved 5-0.

Committee Reports:

The facilities committee did not meet in June.

The policy committee met on June 27th. 2025 CUTPL holiday closings were established as follows: Jan 1; Feb 17; May 26; July 4; Sept 1; Nov 27 and 28; Dec 24, 25, 31. This schedule is consistent with the 2024 schedule. Motion to approve was made by Fitterling and seconded by Boland. Approved 5-0.

The policy committee also previewed revisions it is making in the Youth Behavior and Supervision Policy. This policy was established in 2009 and revised in 2017. A recommendation will be put forth at the August board meeting.

The finance committee did not meet in July. Budget season is upon us. A Zoom call will be held on Tuesday 7/23 with the Department of Local Government Finance to help craft the initial 2025 budget, and all board members have been sent a link and are welcome to join in.

Director's Report: Fox reported on staffing changes:

- Montana Golden, Lilly Odiorne (effective 7/15) and Autumn Wilson are responsible for Youth Services. Autumn and Lilly are part-time employees.
- Amelia Lowry, Chris Emerick, Lilly Neuenschwander (effective 7/22) and James Mechling-Smith are responsible for Adult Services. James, Lilly and Chris are part-time employees.
- Cathy Thomas, Mitch Anderson and Elaine Wong are responsible for finance and operations. Mitch is a part-time employee.
- Kara Sabanski is our summer intern and will be leaving CUTPL in a few weeks.

Strati raised the question of expanding CUTPL hours. After discussion, it was decided that the finance committee should provide Director Fox with an analysis of the expenses associated with extending the current hours and ask for his recommendation. Thomas advised that the library hours were reduced in response to a \$60,000 reduction in annual tax revenue concurrent with the onset of the pandemic.

Oosterbaan made a motion to accept the Directors Report, seconded by Strati. Approved 5-0.

Unfinished Business:

There was no unfinished business.

CUTPL July Regular Board Meeting Minutes (cont.)

New Business:

A materials declared excess report was provided to the board. Boland motioned to accept the report. Fitterling seconded. Approved 5-0.

Fox presented operating statistics for June. The numbers for program attendance were strong, totaling 545 patrons across adult and youth programming. Rusty's Magic Show and the Culver Historical Society presentation were both well-attended.

Community involvement and engagement remain healthy. Fox would like to make website improvements and will have recommendations in the future.

Fox presented a resolution to the board for CUTPL participation in the E-Rate Consortium in 2025. The consortium is state-sponsored and provides an 80% discount on certain costs related to online access and activity. The resolution was approved 5-0 and attested by the board secretary.

Per policy, Fox requested approval for \$272.00 in hotel expense related to his upcoming attendance at the ILF Conference in Indianapolis. Motion to approve made by Oosterbaan and seconded by Fitterling. Approved 5-0.

Thomas presented the Salary Schedule for Lilly Ordiorne and Lilly Neuenschwander, effective 7/15 and 7/23 respectively, at \$12.25/hr. and a 20-hr. week. Motion to approve was made by Boland and seconded by Fitterling. Approved 5-0.

After discussion, Wolf motioned to have 100% of the June interest from the Monterey Bank accounts to be applied to the Operating Fund, saving unnecessary bookkeeping related to our CD investment at First Farmers. Boland seconded. Approved 5-0.

Public Comment: None.

Trustee Comments: Oosterbaan inquired about the ServPro clean up and furniture purchase expenses. The questions were addressed by Fox and Thomas.

Adjournment: Motioned by Fitterling, seconded by Boland. Approved 5-0 @ 8:19 p.m.

Minutes taken by Martin Oosterbaan

Karen Boland

Janet Fitterling

Amy Kindernay

Martin Oosterbaan

Rebecca Strati

James Wolf

Board Approval Date:

Janet Fitterling

not present

Martin Oosterbaan

Rebecca A Strati

James Wolf

08/20/2024