

**Culver-Union Township Library
Regular Board Meeting Minutes
August 20, 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: James Wolf, Martin Oosterbaan, Jan Fitterling, Rebecca Strati (President). Not Present: Karen Boland. 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 Fitterling, seconded by Wolf. Approved 4-0.

Public Hearing for 2025 Budget. At 7:01 p.m. a motion was made by Fitterling to open a public hearing on the 2025 CUTPL budget. Seconded by Wolf. The hearing was properly noticed. The budget calls for total funding in the amount of \$1,198,313, up 4% from \$1,152,225 in 2024: LIRF: \$12,000; Debt Service: \$132,258; General Fund \$844,295; Rainy Day: \$209,769. No public comment was received and the public hearing was closed at 7:04, motion by Fitterling. Seconded by Wolf. Approved 4-0.

Secretary's Report: Amended minutes for the July 16th meeting were reviewed by the board in advance of the meeting. Revisions were suggested and made. Motion to approve the amended minutes was made by Fitterling and seconded by Wolf. Approved 4-0.

Treasurer's Report: Treasurer Wolf presented several slides providing current fund balances and expense and budget detail as of July month-end. Highlights: receipts YTD are \$72,789 above projected reflecting the unexpected supplemental local income tax and general property tax receipts; expenses \$1,701 higher, mainly due to legal expense, toner cost, and courier service price increases. Our bank account balances are up \$195,141 from one year ago; our operating fund health is now at 17.9x monthly average spend (down from 18.8x last month).

Interest income on the First Farmers certificate of deposit will not be booked until maturity in November.

Reserve funds balances total \$529,299. The operating fund balance is \$1,093,385.

Our YTD materials spending at 9.3% 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.

CUTPL August Regular Board Meeting Minutes (cont.)

August accounts payable vouchers reflected standard expense items and totaled \$128,808.17. Oosterbaan made a motion to accept the August Treasurers Report and approve August account payable vouchers totaling \$128,808.17. Seconded by Strati. Approved 4-0.

Committee Reports:

The Facilities Committee did not meet in July.

Policy Committee: A new Use of Rooms Policy was proposed. First update since 2006. Now includes reference to vaping with respect to tobacco products and includes several additional/refined provisions intended to ensure proper care of the facility and that rooms are returned in proper form. Motion to approve was made by Fitterling and seconded by Wolf. Approved 4-0.

The Collection Maintenance Policy has been updated and was submitted for approval. The proposed language clarifies "content with inaccurate information" and provides clarity with respect to disposal of materials once withdrawn from the collection. A motion to approve the updated policy was made by Oosterbaan, seconded by Fitterling. Approved 4-0.

The Youth Behavior and Supervision policy has been updated and was submitted for approval. The revised policy includes new language with respect to complaint escalation and reporting and is intended to be more efficient and effective, while maintaining fairness. A motion was made to approve the updated policy by Fitterling, seconded by Strati. Approved 4-0.

Finance Committee: Met on August 8th. The elevator contract with Thyssen-Krupp runs August 1- July 31st and has been effectively renewed. The contract will be slated to bid in the Spring of 2025. HVAC proposals are still be solicited.

An amended salary schedule was proposed to respond to market requirements as evidenced with recent hires and to provide for equity among the staff. After discussion Oosterbaan made a motion to approve, Fitterling seconded. Approved 4-0.

Director's Report: Fox reported on staffing changes:

- Chris Emerick has left CUTPL.
- Theresa Winterbottom has been hired to succeed Chris Emerick.

Staff day is September 13th. CUTPL will be closed to the public. The day will be used for computer system upgrades, window contracting work, first aid and AED training and certification, team building/self-defense, closet cleaning and seated yoga. Jan Fitterling and the Fun Club will provide lunch.

The Culver Paint-Out plein-air event will take place September 27th-29th. The library will be utilized as the registration site for this biennial juried art exposition.

CUTPL will host winter yoga along with the winter farmers market, bringing both events to Main Street once they move from Culver Town Park with the change in seasons.

The Indiana State Library is now loaning collections of large-print books to libraries, and Director Fox has added CUTPL into the regular rotation. These books are expensive, and the move should result in reduced expense for CUTPL while improving our service to Miller's Merry Manor and other large print customers.

CUTPL August Regular Board Meeting Minutes (cont.)

Director Fox is reshaping the computer lab to maximize space and make it more attractive to the teen population – a significant need in the Culver community. An added result will be for the teen collection to be physically separated from the children's collection. The genealogy and history areas will be maintained to be accessible and to also complement the strengths of the Culver Historical Society and the Marshall County History Museum.

The CCS Board has appointed Michelle Fobert, a social studies teacher, to fill the remainder of Amy Kindernay's term on the CUTPL board. Oosterbaan will reach out to Michelle to make sure the paperwork is handled cleanly. The county council appointment replacing Jennah Fairchild has yet to be named.

Unfinished Business:

There was no unfinished business.

New Business:

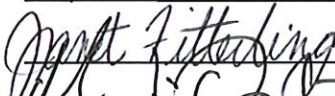


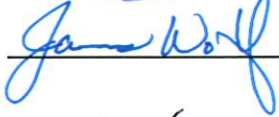
A resolution was considered to reduce the 2024 LIRF and Rainy Day appropriations to line up with anticipated lower than budgeted spending and to match the proposed 2025 budget initial balance. The motion to approve the resolution was made by Oosterbaan and seconded by Strati. Approved 4-0.

Public Comment: None.

Trustee Comments: None.

Adjournment: Motioned by Fitterling, seconded by Strati. Approved 4-0 @ 8:14 p.m.

Minutes taken by Martin Oosterbaan

Karen Boland	<u>not present</u>
Janet Fitterling	<u></u>
Martin Oosterbaan	<u></u>
Rebecca Strati	<u></u>
James Wolf	<u></u>
Board Approval Date:	<u>09/17/2024</u>

