

**Culver-Union Township Library  
Regular Board Meeting Minutes  
September 17, 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), Karen Boland, Michelle Fobert. 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 Boland. Approved 6-0.

**Election To Fill Officer Vacancy:** Oosterbaan moved to nominate Jan Fitterling as Board Vice President on the basis of her strong participation in board and CUTPL activities, her leadership and communication skills, and her abiding interest in the success of CUTPL. Seconded by Wolf. No other nominations were offered. Fitterling was approved 6-0.

**Secretary's Report:** Amended minutes for the August 20th meeting were reviewed by the board. Motion to approve the amended minutes was made by Boland and seconded by Fitterling. Approved 4-0-2, abstentions from Boland and Fobert.

**Treasurer's Report:** The 2025 CUTPL budget, the subject of a public hearing August 20<sup>th</sup>, was brought before the board for approval by Fox and Thomas. 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: \$209,760. Motion to approve made by Oosterbaan, seconded by Boland. Approved 6-0.

Treasurer Wolf presented several slides providing current fund balances and expense and budget detail as of August month-end. Highlights: receipts YTD are \$71,074 above projected reflecting the unexpected supplemental local income tax and – to a much lesser extent -- general property tax receipts; expenses \$2,873 higher than projected in August and \$4,574 higher YTD. PERF contributions have gone negative to budget in August and with the new staffing in place will remain that way through year-end. Additionally, legal, courier and toner expenses are driving the overage. Our bank account balances are up \$168,472 from one year ago; our operating fund health is now at 17.0x monthly average spend (down from 17.9x last month).

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

Reserve funds balances total \$529,059. The projected available operating funds for the remainder of 2024 are \$1,030,147.

Our YTD materials spending at 8.6% of operating funds projecting to an annual run rate of 9.1% and above the ISL required minimum of 8.0%.

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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 of the meeting.

September accounts payable vouchers reflected standard expense items and totaled \$131,770.36. Oosterbaan made a motion to accept the September treasurer's report and approve September account payable vouchers totaling \$131,770.36. Seconded by Boland. Approved 6-0.

In summary, CUPTL is maintaining a strong financial posture.

### **Committee Reports:**

Finance Committee: Met on September 12th. Fox led a review of the HVAC maintenance proposals received, recommending a three-year proposal @ two service dates annually by D.A. Dodd for \$4,358 per year. The proposal was recommended based on service levels, contract certainty, inclusion of a 30-day termination clause, and favorable recommendations from The Academies and Marian University. Three other vendors made proposals. Motion to approve entering into the contract as proposed made by Boland, seconded by Fitterling. Approved 6-0.

Thomas recommended that a series of expenditures for building repairs and maintenance in 2024 totaling \$1,600.75 be reclassified from operating fund expenditures to LIRF (Library Improvement and Repair Fund). All expenditures were below the \$500 limit used delineated LIRF expenditures in the past, but these expenditures are more properly classified as LIRF-related. Oosterbaan motioned to move these expenditures from operating to LIRF, seconded by Strati. Approved 6-0.

The Facilities Committee did not meet in August but will be meeting on September 30<sup>th</sup> at CUTPL at 11 AM.

Policy Committee: Fox recommended that paragraph 3.4 of the CUTPL compensation policy be amended so that employees hired before July 1<sup>st</sup> be eligible for an increase in compensation at the occasion of the next annual raise period, and employees hired after July 1<sup>st</sup> be eligible for a compensation increase after six months of employment. The language is not a change in policy but rather a clarification of the language to reflect the intent of the board at the time the policy was last amended. Boland motioned to approved, seconded by Fitterling. Approved 6-0.

### **Director's Report:**

Staff day was September 13<sup>th</sup> and went well. First-aid training was conducted including on how to use AED equipment. This was particularly timely in view of the number of new staff members. Basic self-defense was covered and a seated yoga instruction was given. The day went fast and Fox was happy with the team-building that occurred. Fox thanked Jan Fitterling and the Fun Club for providing lunch.

Fox announced that CUTPL will adopt a Food For Fines campaign in November. The campaign will encourage patrons and community members to donate non-perishable food items to CUTPL (to be passed through to a local food bank) in exchange for a \$1 per-item reduction in late fines, up to \$20 per individual. Fox would like to move toward a no-fines approach for CUTPL full time as an efficiency matter and to better align CUTPL with its mission. To be publicized mid October.

Door count (patron visit) numbers are encouraging. August year-over-year saw +135 visitors to CUTPL in what is traditionally a down month for attendance.

CUTPL now is offering mobile printing! Fox detailed his vendor discussions and how the printing works from a practical and security/control standpoint.

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Fox asked for board input regarding the idea of adding solar panels to the CUTPL roof as a long-term expense savings measure and as a possible interactive educational opportunity for CUTPL. After some discussion the board encouraged Fox to gather more information.

**Unfinished Business:**

There was no unfinished business.

**New Business:**

There was no unfinished business.

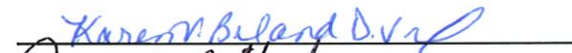
**Public Comment:** None.

**Trustee Comments:** The board welcomed new member Michelle Fobert.

**Adjournment:** Motioned by Fitterling, seconded by Fobert. Approved 6-0 @ 7:54 p.m.

Minutes taken by Martin Oosterbaan

Karen Boland



Janet Fitterling



Michelle Fobert



Martin Oosterbaan



Rebecca Strati



James Wolf



Board Approval Date:



