

**Culver-Union Township Library  
Regular Board Meeting Minutes  
October 15, 2024**

Time: 7:00 p.m.

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, Amanda Potter. Others present: Finance Manager Cathlene Thomas and Library Executive Director Joseph Fox. Fox introduced Ms. Potter as a new member to the board and advised that -- although she had been appointed by the county council to the board -- Ms. Potter would not be voting this evening pending the processing and filing of related paperwork with the county clerk.

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.

**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 6-0.

**Treasurer's Report:**

Treasurer Wolf presented several slides providing current fund balances and expense and budget detail as of September month-end. Highlights: receipts for September are 5% below projected due to recognition timing for interest income. Receipts YTD are \$70,259 above budget projections reflecting the unexpected supplemental local income tax received last May, and -- to a much lesser extent -- general property tax receipts; expenses were \$3,585 higher than projected in September and are \$8,159 higher than budget projections YTD driven by higher-than-expected legal expenses incurred at the beginning of the year. Our bank account balances are up \$162,965 from one year ago; our operating fund health is now at 16.3x monthly average spend (down from 17.0x last month).

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

Reserve funds balances total \$527,456. The projected available operating funds for the remainder of 2024 are \$983,732.

Our YTD materials spending at 8.9% of operating funds, projecting to an annual run rate of 9.1% and above the ISL required minimum rate of 8.0%. Materials spending for September were as projected.

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.

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

September accounts payable vouchers reflected standard expense items and totaled \$98,732.01. Oosterbaan made a motion to accept the October treasurer's report and approve the October account payable vouchers totaling \$98,732.01. Seconded by Boland. Approved 6-0.

In summary, CUPTL is maintaining a strong financial posture.

### **Committee Reports:**

Finance Committee: Met on October 10th. Fox presented a recommendation to extend CUTPL hours by three a hours a week by remaining open on Thursdays until 8 p.m. The recommendation was made in response to patron feedback. Staffing would be provided by a full time employee supported by two part-time employees covering the adult and youth sections at an annual cost of less than \$4,000. The extended hours would begin in November and would be backed by strong outbound communications. Patron visits will be tracked with improved door count technology and will be used to evaluate further potential expansion of operating hours. Motion to approve the recommendation was made by Boland, seconded by Strati. Approved 6-0.

Facilities Committee met on September 30 and discussed revitalizing plans for a library renovation. Fox reported being energized by the discussion. He will be reaching out to the architect to begin next steps.

Policy Committee: Fox reported he is working on a model for 2025 PTO (paid time off) for staff. He is reviewing policy at similarly situated libraries and gathering other important data points. He will have a recommendation to the board at the November meeting with the implementation of any changes effective calendar year 2025.

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

In response to a grant proposal drafted by Fox, First Farmers Bank has awarded CUTPL a \$3,000 gift - with the understanding that additional annual awards would be forthcoming -- as seed money toward improving the space for teenage patrons of CUTPL.

Fox has retained the services of a branding consultant – MileUp Marketing of South Dakota -- to update the CUTPL logo.

October 22<sup>nd</sup> will be the date for board member virtual training from Hayley Treyfun from Indiana State Libraries.

CUTPL associate James Mechling Smith has been named as a Marshall County representative to the America250 organization. America250 is the organization supporting a series of events to promote, commemorate and celebrate the U.S. Semiquincentennial – the 250<sup>th</sup> anniversary – of the signing of the Declaration of Independence.

### **Unfinished Business:**

There was no unfinished business.

### **New Business:**

FNBM Account Information Access. After brief discussion, a motion was made by Boland to allow electronic access to the First National Bank of Monterey account information for Cathy Thomas, Finance Manager for CUTPL. Seconded by Wolf. Approved 6-0.

CUTPL October Regular Board Meeting Minutes (cont.)

Solar Discussion. A presentation made by Rick Anderson of Veregy (Indianapolis) was well-received. Mr. Anderson reviewed at a high level the energy cost impacts realized by other Indiana libraries from adopting solar technology. A motion was made by Fitterling, seconded by Fobert, to request a formal assessment by Veregy of the potential energy cost savings as part of an overall review of the technology and its place at CUTPL.

**Public Comment:** None.

**Trustee Comments:** The board welcomed new member Amanda Potter.

**Adjournment:** Motioned by Fitterling, seconded by Boland. Approved 6-0 @ 7:58 p.m.

Minutes taken by Martin Oosterbaan

Karen Boland

Janet Fitterling

Michelle Fobert

Martin Oosterbaan

Rebecca Strati

James Wolf

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Janet Fitterling

Michelle Fobert

Martin Oosterbaan

Rebecca A Strati

James Wolf

Board Approval Date:

12/17/2024