

**Culver-Union Township Library  
Regular Board Meeting Minutes  
December 17, 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 7:01 p.m.

**Members/Attendance:** James Wolf, Martin Oosterbaan, Jan Fitterling, Rebecca Strati (President), Michelle Fobert, Amanda Potter. Others present: Finance Manager Cathlene Thomas and Library Executive Director Joseph Fox. Not present: Karen Boland.

A quorum was established, and the meeting was properly noticed.

**Agenda approval:** Motion to approve the agenda made by Fitterling, seconded by Fobert. Approved 6-0.

**Report from Elaine Wong, Cataloger:** This month's employee report-out was provided by Elaine Wong, Cataloger. Elaine is part of the tech services department and maintains a record for every item in the library. She also is involved in book repairs, periodical and new acquisition ordering, order tracking, budget spreadsheet maintenance and general statistical reporting. Accuracy and detail are critical in this role. Elaine provided to the Board valuable insight into library operations, and her report was well-received.

**Secretary's Report:** Amended minutes for the October meeting were reviewed by the board. Motion to approve the amended minutes was made by Wolf and seconded by Fitterling. Approved 6-0. Amended minutes for the November meeting were reviewed by the board. Motion to approve the amended minutes was made by Wolf and seconded by Strati. Motion approved 6-0.

**Treasurer's Report:**

Treasurer Wolf presented several slides providing current fund balances and expense and budget detail as of November month-end, including a thorough review of expenses. Highlights: receipts for November are 7% below projected due to recognition timing for interest income. Receipts YTD are \$67,145 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 \$12,389 higher than projected in November, driven by a lag in books and materials purchase invoicing, furniture and equipment purchases (meeting room camera, two patron counters, label writer), and HVAC maintenance completed last August and finally invoiced; expenses are \$25,229 higher than budget projections YTD driven primarily by higher-than-expected legal expenses and professional services expense related to the time clock installation. YTD salary, furniture, books and materials variances are partially offset by lower-than-expected utilities and maintenance expense. Our bank account balances are up \$146,952 from one year ago; our operating fund health is now at 14.8x monthly average spend (down from 15.6x last month).

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

Reserve funds balances total \$516,860. The projected available operating funds for the remainder of 2024 are \$876,562.

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Our YTD materials spending at 10.0% of operating funds, projecting to an annual run rate of 9.6% and above the ISL required minimum rate of 8.0%. Materials spending for November was higher than 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.

November accounts payable vouchers reflected standard expense items and totaled \$129,269.34. Oosterbaan made a motion to accept the December treasurer's report and approve the November account payable vouchers totaling \$129,269.34. Seconded by Fobert. Approved 6-0.

In summary, CUPTL's financial posture remains strong.

### **Committee Reports:**

**Finance Committee:** Met on December 16<sup>th</sup> and is recommending a 3% wage increase for all positions effective January 1<sup>st</sup>, or upon six months employment at CUTPL. The lone exception is a 17% market rate adjustment for the Cataloger. The market adjustment reflects competitive wage data obtained from similar libraries as well as time in the job. The resultant 2025 salary schedule was motioned by Fitterling and seconded by Wolf. Approved 6-0.

Finance Manager Thomas presented the results of a recent survey of CD and bank rates and recommended placing \$550,000 in a 9-month CD at First Farmers, with remaining cash balances (of a relatively equal amount) placed with First National Bank of Monterey. Motioned by Oosterbaan and seconded by Wolf. Approved 6-0.

Thomas also recommended transfer of \$165,000 out of the operating fund into the rainy day fund as part of the Board's strategy to build funding for needed library renovations. Motioned by Strati and seconded by Fitterling. Approved 6-0.

**Facilities Committee:** Met on December 13<sup>th</sup> and discussed revitalizing plans for a library renovation. Diane Hansen, Student Life Counselor at Culver Academies attended and presented a need for a teen space in the community. Director Fox is going to work with Ms. Hansen to see if the existing lab space can be repurposed as a teen gathering space as a proof of concept relating to the design of the renovated library.

Fox is working on a timeline for the renovation planning and execution, and will be making recommendations regarding procurement of advisory services.

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

Fox took comments from the board on a logo refresh for CUTPL.

Fox reviewed a variety of statistics related to patrons, circulation and programming. In general, patron count and circulation statistics are up +10% year-over-year, and the trend is strong. Fox stated a desire to continue to make significant gains and will be implementing plans in 2025 designed toward that end.

Fox discussed the new time clock software and CUTPL's greatly increased ability to manage paid-time-off (PTO).

Fitterling volunteered to provide the year-end Board member review of the CUTPL W-2s, and has the Board's appreciation.

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**Policy Committee:** The committee worked throughout most of 2024 to revamp and update CUTPL's PTO policy. The committee recommended a revised policy that combines all forms of paid time off, and sets PTO levels for all employees based on role and years of service. Motioned for approval subject to an amendment to include the Director's PTO table in the schedule was made by Fitterling and seconded by Fobert. Approved 6-0. A transition PTO plan applying from January 1<sup>st</sup> through each employee's work anniversary was presented and recommended. Motioned by Potter and seconded by Wolf. Approved 6-0.

**Unfinished Business:**

There was no unfinished business.

**New Business:** Director Fox recommended that the funds donated to CUTPL in memory of trustee Melanie Robertson be used to support the work of the Children's Gift Fund. Strati motioned to transfer the \$1,760 donated from the General Gift Fund to the Children's Gift Fund. Seconded by Fobert. Approved 6-0.

**Public Comment:** None.

**Trustee Comments:** None

**Adjournment:** Motioned by Fitterling, seconded by Wolf. Approved 6-0 @ 8:42 p.m.

Minutes taken by Martin Oosterbaan

Karen Boland

not present

Janet Fitterling

*Janet Fitterling*

Michelle Fobert

*Michelle Fobert*

Martin Oosterbaan

*Martin Oosterbaan*

Amanda Potter

*Amanda Potter*

Rebecca Strati

*Rebecca Strati*

James Wolf

*James Wolf*

Board Approval Date:

*01/21/25*