

**Culver-Union Township Library  
Regular Board Meeting Minutes  
January 21, 2025**

Time: 7:00 p.m.

Place: CUTPL Carnegie 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, Jan Fitterling (Vice President), Michelle Fobert, Martin Oosterbaan (Secretary), Amanda Potter, Rebecca Strati (President), James Wolf (Treasurer.) 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 7-0.

**Board of Finance Meeting:** Treasurer Wolf led the board through a review of the Report on Investments in conducting the annual Board of Finance Meeting. Boland motioned to accept the report, seconded by Oosterbaan. Approved 7-0.

**Secretary's Report:** Minutes for the December meeting were reviewed by the board prior to the meeting. Motion to approve the minutes was made by Fobert and seconded by Fitterling. Approved 6-0, (Boland abstaining.)

**Treasurer's Report:**

Treasurer Wolf presented several slides providing current fund balances and expense and budget detail as of December month-end, including a thorough review of expenses. Highlights: receipts for December are 7% above projected due to recognition timing for interest income. Receipts YTD are \$81,449 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 on plan in December; expenses are \$25,575 higher than budget projections for the year 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 \$172,241 from one year ago; our operating fund health is now at 15.0x monthly average spend (up from 14.8x last month).

Reserve fund balances total \$688,085, up \$155,957 from YE 2023.

Our materials spending project to an annual run rate of 9.6% and above the ISL required minimum rate of 8.0%. Materials spending for December was lower 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.

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December accounts payable vouchers reflected standard expense items as well as vouchers related to the purchase of a certificate of deposit at First Farmers Bank and a rebalancing of funds at First National Bank of Monterey, and totaled \$879,586.09. Boland made a motion to accept the December treasurer's report and approve the December account payable vouchers totaling \$879,586.09. Seconded by Strati. Approved 7-0.

In summary, CUPTL's financial posture remains strong.

### **Committee Reports:**

**Finance Committee:** Met on January 9<sup>th</sup> and is recommending changes in the Internal Controls Policy. The board reviewed the proposed changes impacting Cash Receipts and Disbursements, Timekeeping, and the purchasing authority of the Library Director. An amendment was added to require signature by the board president (or designee) of the Library Director's timesheet. Boland motioned to accept the changes in policy, Fobert seconded. Approved 7-0.

The board reviewed the required Internal Control Policy Verification Statement and authorized certification by the board Treasurer. Motioned by Potter, seconded by Boland. Approved 7-0.

**Facilities Committee:** Did not meet in January.

**Policy Committee:** Met on January 20. Reviewed and updated the Disaster and Safety Manual. Fox highlighted the changes for the board, and the board was provided copies of the updated manual.

The committee proposed updating the employee handbook related to timekeeping to reflect updated technology and communications protocols now in effect. Motioned by Wolf, seconded by Fitterling. Approved 7-0.

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

Fox noted that 2024 held a lot of positives for CUTPL and reviewed the latest: a \$200 monthly expense reduction obtained in negotiations with our trash services provider.

Website development continues to bring our website up to our current standards. Our approach will be to take ownership for maintenance and engage a designer to get the look and content we want, including integration with the CUTPL calendar.

Fox noted Autumn Wilson will be leaving the library, expressing that she was a long-time employee who will be greatly missed. Fox reviewed with the board his intended approach to staffing in response to the personnel change.

Fox will be participating in Statehouse Day on February 3<sup>rd</sup> and reviewed with the board aspects to watch in potential legislation in 2025.

### **Unfinished Business:**

There was no unfinished business.

**New Business:**

Officer Elections: The following slate was established for the election of officers: for president, Rebecca Strati (Fitterling/Boland); for vice president, Jan Fitterling (Boland/Fobert); for treasurer, James Wolf (Strati/Boland); for secretary, Amanda Potter (Boland/Fobert). Motion to accept the slate and elect the officers as nominated made by Oosterbaan, seconded by Wolf. Approved 7-0.

Call for Committees:

*The Facilities Committee* will be comprised of the following individuals: Karen Boland, Amanda Potter, Montana Golden, James Mechling-Smith, Joseph Fox. The committee will meet monthly on the first Friday at 2 p.m.

*The Finance Committee* will be comprised of the following individuals: Rebecca Strati, Martin Oosterbaan, James Wolf, Joseph Fox, Cathlene Thomas and Alfred Nyby. The committee will meet monthly on the second Thursday at 10:30 a.m.

*The Policy Committee* will be comprised of the following individuals: Jan Fitterling, Rebecca Strati, Joseph Fox, Cathlene Thomas, Michelle Fobert. The committee will meet monthly on the first Monday at 4:30 p.m.

Bank Signatories: Oosterbaan motioned that Jan Fitterling, James Wolf, and Karen Boland be authorized as bank signatories on behalf of the Culver Union Township Public Library, seconded by Strati. Approved 7-0.

Call for Outlet for Public Notices: Boland motioned that *The Pilot News* and *The Culver Citizen* be retained as the outlets for CUTPL public notices, seconded by Fobert. Approved 7-0.

Call for Appointment of Library Attorney: Boland motioned that Barnes and Thornburg be retained as the duly appointed attorney to represent CUTPL for our general legal matters, seconded by Potter. Approved 7-0.

Non- Resident Fee: Fox advised his math resulted in a non-resident fee for CUTPL of \$182.55. This fee is the minimum we can charge under the applicable requirements. Motion to set the non-resident fee at \$182.55 made by Fitterling, seconded by Strati. Approved 7-0.

Tax Forms Procedure: Fox recommended approval of a tax forms procedure allowing the library to provide up to 10 forms at no cost to CUTPL patrons, and to charge \$.20 a page for any additional forms. Motion to accept the recommendation made by Boland, seconded by Fitterling.

Internet Use Policy: Fox recommended approval of the internet use policy currently in effect for continued use in 2025, with no changes to the wording. Motion to accept the recommendation made by Fitterling, seconded by Potter. Approved 7-0.

LIRF Reappropriation: Thomas led a review of a proposed resolution allowing for re-appropriation within LIRF Fund 400 between departments 300 and 400 in order to create a \$0 balance in department 300. Motion to approve the resolution was made by Boland and seconded by Fitterling. Approved 7-0.

**Public Comment:** None.

**Trustee Comments:** Oosterbaan led a brief discussion regarding a review of the Bylaws, and advised the board he was formally providing one month's notice for a proposed change in the Bylaws related to the election of officers.

**Adjournment:** Motioned by Fitterling, seconded by Fobert. Approved 7-0 @ 8:43 p.m.

CUTPL January 2025 Regular Board Meeting Minutes (cont.)

Minutes taken by Martin Oosterbaan

Karen Boland

*Karen Boland*

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:

*02/18/2025*