



**Culver-Union Township Public Library
Regular Board Meeting Minutes: February 18, 2025**

Time: 7:00 p.m.

Place: CUTPL Carnegie Room, Lower Level

Call to Order | Pledge of Allegiance: Meeting was called to order by President Rebecca Strati at 7:00 p.m.

Attendance | Agenda: Trustees present: Karen Boland, Jan Fitterling (Vice President), Michelle Fobert, Martin Oosterbaan, Amanda Potter (Secretary), Rebecca Strati (President), James Wolf (Treasurer) Others present: Cathlene Thomas (Library Finance Manager), Joseph Fox (Library Executive Director) A quorum was established, and the meeting was properly noticed. Motion to approve the agenda made by Fitterling, seconded by Boland. Approved 7-0.

Secretary's Report: Minutes for the January meeting were reviewed by the board prior to the meeting. Motion to approve the minutes was made by Wolf, seconded by Fitterling. Approved 7-0.

Treasurer's Report: 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.

Treasurer Wolf presented slides providing current fund balances, and expense and budget details as of January month-end, including a thorough review of expenses. The CUPTL's financial posture remains strong. Highlights:

Bank account balances are up \$136,661 from one year ago. Reserve fund balances total \$688,297, up \$155,426 from one year ago. Operating fund health is now at 12.5x monthly average spend (down from 15.0x last month).

Receipts for January are lower than projected in part because interest on investments will only be posted in September.

Expenses for January are on plan. Expenses were 5% or more higher than projected in the following categories: salary of the librarian (due to the working budget not including payment for the 2024 Q4 premium), professional services, furniture and equipment, and nonprinted materials. Higher than projected expenses were offset in part by 5% or more lower than projected expenses in the following categories: books, and building repair and maintenance. January accounts payable vouchers reflected standard expense items.

YTD materials spending is 6.2% and below the Indiana State Library required minimum rate of 8.0%.

Motion to accept the January treasurer's report and approve the January account payable vouchers totaling \$117,716.84 was made by Oosterbaan, seconded by Boland. Approved 7-0.

Finance Committee: Met on February 13.

Annual financial review report: Thomas reviewed the "2024 Cash & Investments Combined Statement" that will be published in The Culver Citizen and The Pilot News.

Solar updates: Fox reports a \$198,731 estimated cost for the solar project with Veregy and plans to postpone pursuing the solar project in favor of the library's renovation project.

Facilities Committee: Met on February 14 for a working session with the Arkos team on plans for the renovation. The redesign continues to prioritize the children's area.

Director's Report: Fox will be working on the annual report due to the Indiana State Library March 1. Fox shared in a meeting with peer directors earlier today that the State Public Access Counselor, Luke Britt (attorney) clarified allowable restrictions on public comment: It is permissible for the board to restrict who can speak and for how much time, but the board cannot restrict attendance. This is consistent with the board's current practice. Fox also shared the following updates:

Friends of the Library: Leigh Marshall was appointed President. Friends are considering their next fundraising ideas.

Part-time opening: Fox is awaiting a response to an offer made for filling the part-time role left vacant by Autumn Wilson. He has plans to adapt the position to one shared between both the adult and children's departments.

Door counter: Fox is happy with the door counter software. Reporting results: 12-3pm is the library's busiest time during the week. Saturdays are difficult to get an accurate count with hosting the farmers' market. Tuesday is often the library's busiest day in part because of its meetings. The board asked for counts for Thursday evenings since increasing the library's open hours. Fox will report back. Thomas observed Thursdays are not as attended as Tuesday evenings. Fox reports library attendance is stable from 2024.

Library use: Relative to a year ago, January numbers show an increase in digital material checkout and adult program attendance, and a decrease in computer use and children's program attendance. Fox is not concerned with the decrease at this time of year.

New programming: Library staff started the new Cookbook Club and are restarting the CYC Book Club.

Teen space: The furniture paid for by the First Farmer's donation to refresh the teen space is expected to arrive soon.

Anniversary: This month, Fox has been the Library Executive Director for one year.

Policy Committee: Met on February 10, 2025. Reviewed "Resolution Authorized Advanced Payments to Purchase Materials for Public Works Projects, Goods and Services," motioned by Fobert, seconded by Boland. Approved 7-0. Reviewed "Access to Public Records Policy" drafted in consultation with the library's attorney to clarify the library's already established privacy norms. Motioned by Wolf, seconded by Fitterling. Approved 7-0.

Unfinished Business: There was no unfinished business.

New Business:

Additional in-service day: Fox requested the board's approval to close the library for a full day, Friday May 9, 2025, in order to hold an in-service day, a second to another anticipated in the fall. Motioned by Boland, seconded by Oosterbaan. Approved 7-0.

Public Comment: None.

Trustee Comments:

Boland suggested the board consider friending the library's page on Facebook and reposting library programming in order to increase public awareness in their role as ambassadors for the library.

Adjournment: Motioned by Fitterling, seconded by Boland. Approved 7-0 @ 7:55 p.m.

Minutes taken by Amanda Potter.

Karen Boland

Janet Fitterling

Michelle Fobert

Martin Oosterbaan

Amanda Potter

Rebecca Strati

James Wolf

Board Approval Date:

Janet Fitterling

Michelle Fobert

Martin Oosterbaan

Amanda Potter

Rebecca Strati

James Wolf

03/18/25