



**Culver-Union Township Public Library
Regular Board Meeting Minutes: March 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 Vice President Jan Fitterling at 7:01 p.m.

Attendance | Agenda: Trustees present: Jan Fitterling (Vice President), Michelle Fobert, Martin Oosterbaan, Amanda Potter (Secretary), and James Wolf (Treasurer). Trustees not present: Karen Boland, Rebecca Strati (President). Others present: Cathlene Thomas (Library Finance Manager), Joseph Fox (Library Executive Director), representatives from Arkos Design and Baker Tilly. A quorum was established, and the meeting was properly noticed. Motion to approve the agenda made by Wolf, seconded by Fitterling. Approved 5-0.

Secretary's Report: Minutes for the February meeting were reviewed by the board prior to the meeting. Motion to approve the minutes was made by Oosterbaan, seconded by Fobert. Approved 5-0.

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 February month-end, including a thorough review of expenses. The CUPTL's financial posture remains strong. Highlights:

Bank account balances are up \$113,523 from one year ago. Reserve fund balances total \$688,505, up \$155,843 from one year ago. Operating fund health is now at 12x monthly average spend (down from 12.5x last month).

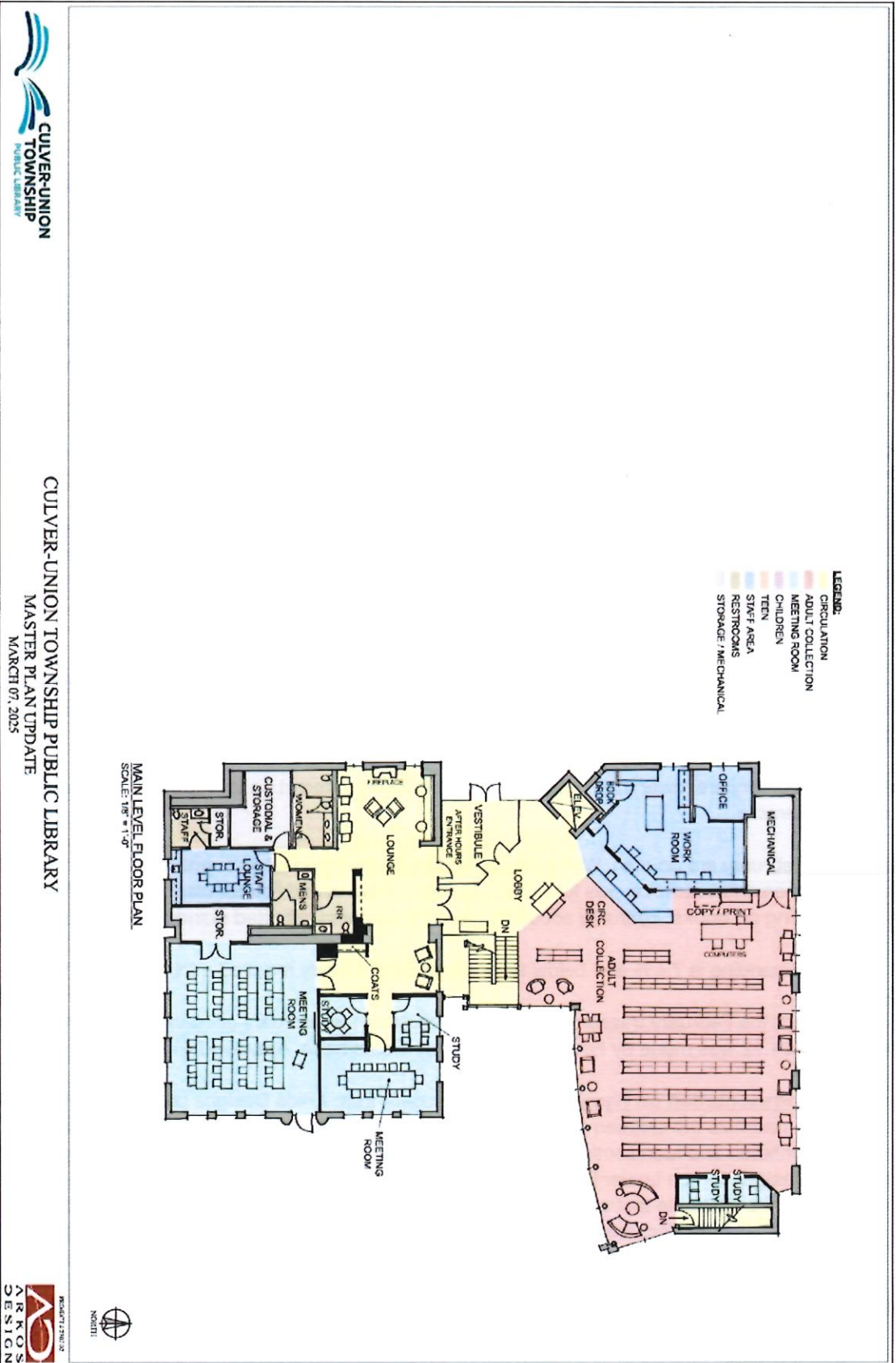
Receipts for February are lower than projected in part because interest on investments will only be posted in September.

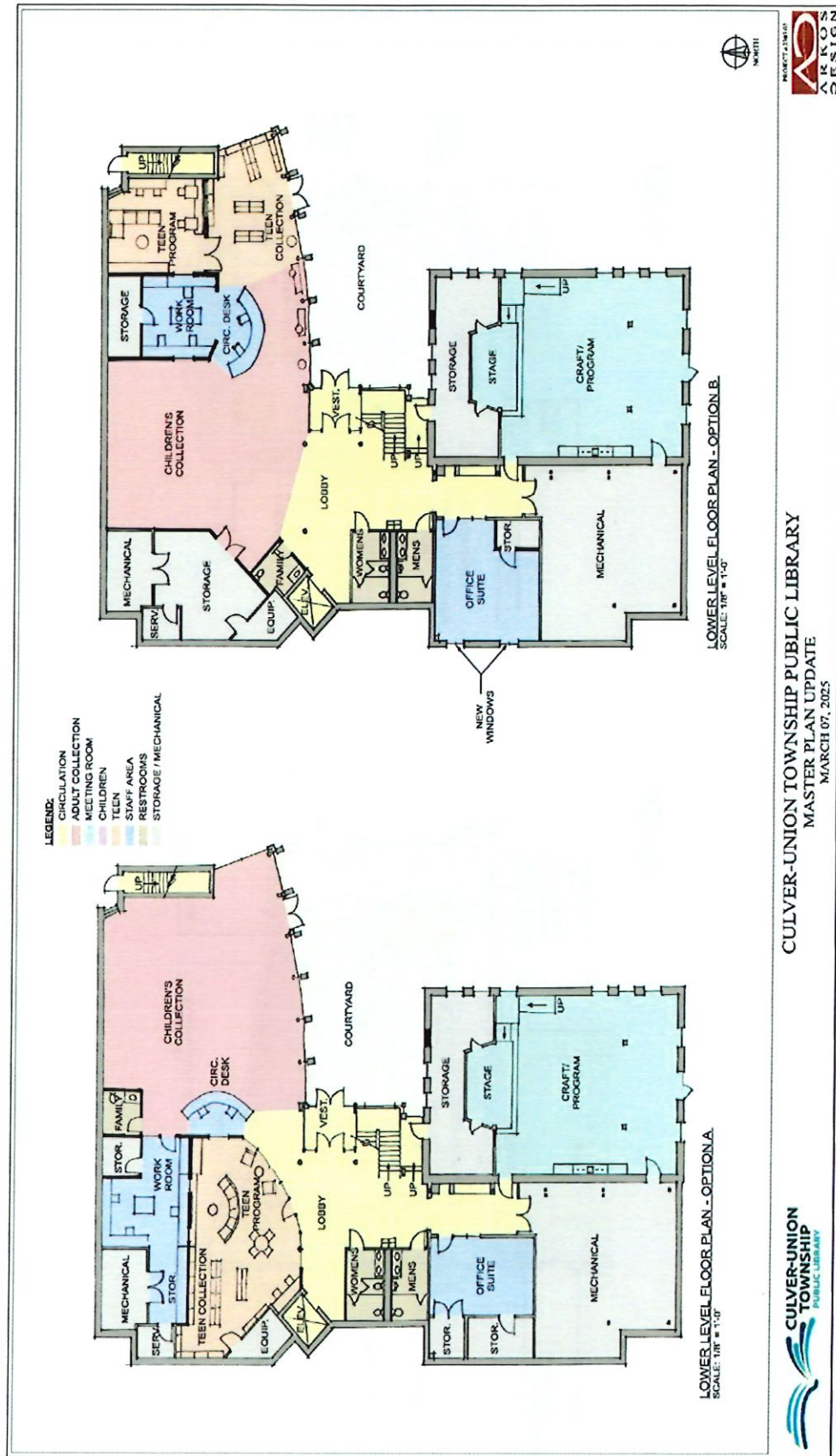
Expenses for February are on plan. Wolf noted spending on craft and book supplies was over budget, while spending on snow removal was less than planned. Potter asked Fox for clarification on lower than planned spending on books. February accounts payable vouchers reflected standard expense items.

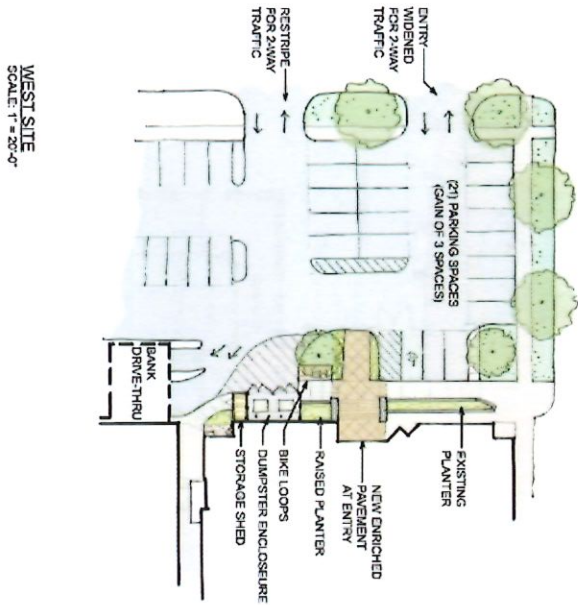
YTD materials spending is 7.4% and below the Indiana State Library required minimum rate of 8.0%.

Motion to accept the February treasurer's report and approve the February account payable vouchers totaling \$106,664.12 was made by Fobert, seconded by Oosterbaan. Approved 5-0.

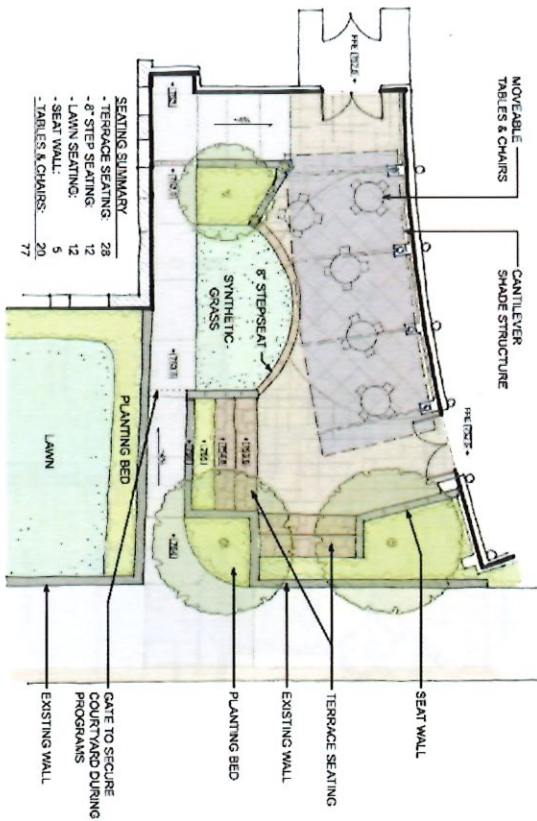
Arkos Design Presentation on Remodel: Philip DeAngelis from Arkos Designs presented plans for the remodel. Plans prioritize the children section's need for more space and for a dedicated teen area. Plans show moving children and teen sections from the Upper Level to the Lower Level. Arkos Designs presents two designs for the Lower Level. Plans for the Upper Level include additional meeting spaces and a change to the vestibule that allows access to meeting rooms after hours while the rest of the library is closed. Plans also include attention to outdoor spaces in the context of bringing the children's section to the Lower Level. Plans include reorganizing the layout and adding green space. Next steps include working on the budget. During the remodel, there will be less meeting space available. The timeline is currently unknown.







WEST SITE
SCALE: 1" = 20'-0"



COURTYARD
SCALE: 1" = 9'-0"

Baker Tilly Presentation on Bonds: Lisa Huntington from Baker Tilly presented on the bond process. Baker Tilly is a fiduciary and serves 80 libraries in Indiana. County Council approval is needed for a bond, but a bond will not come from the County Council budget, but instead from the library tax. Huntington said the library has a healthy gross assessed value. Because of spending and budget rules, the library cannot save the funds needed for large projects. The library also needs to have funds on hand. Oosterbaan asks for clarification on cost to year-round residents.

Finance Committee: Did not meet in March.

Facilities Committee: Met on March 7 for a working session with the Arkos Design team on plans for the renovation.

Director's Report:

- New hire has experience in children's programming and marketing.
- The library lost access to Reference Solutions, a business database and search tool, when Evergreen decided not to renew. The library got a discount to reinstate it. Fox has plans to present this resource to the business community in June. Reference Solutions will be restored April 1.
- Marshall County Community Foundation and Bowen Health partnered to provide training on deescalation techniques. Library staff will attend an upcoming training on aging and are glad to have the opportunity for in-person professional development.
- Upcoming programming: Dance for homeschoolers in partnership with Culver Parks at the Beach Lodge in April
- Plans are underway to add a counter top in the children's office to provide work space for staff.

Policy Committee: Did not meet in March.

Unfinished Business: There was no unfinished business.

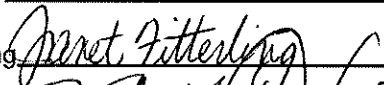

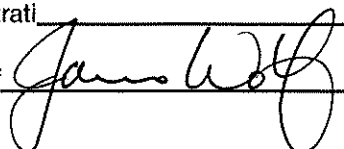
New Business: Potter asked the board to consider a routine performance evaluation of the Director. Fox will report back to the board on how he would like to be assessed.

Public Comment: None.

Trustee Comments: Fobert expressed gratitude for the library staff volunteering as judges for the Hoosier North Athletic Conference Writing Competition. The competition had over 80 entries this year.

Adjournment: Motioned by Wolf, seconded by Fobert. Approved 7-0 @ 8:12 p.m.

Minutes taken by Amanda Potter.

Karen Boland _____	Amanda Potter _____
Janet Fitterling  _____	Rebecca Strati _____
Michelle Fobert  _____	James Wolf  _____
Martin Oosterbaan _____	

Board Approval Date: _____