



**BOARD MEETING MINUTES of the FORTVILLE VERNON TOWNSHIP PUBLIC LIBRARY TRUSTEES  
Tuesday August 17, 2021 at 6:33PM  
Meeting was held in person with Zoom video conference option.**

**Call to Order:** Julie Wilson

**Roll Call & Declaration of Quorum:** Julie Wilson

**Present:** Michael Frischkorn, Lola Halterman, Becky Hiday, Kittie Masters, Julie Wilson, and Catherine Witsman were in attendance.

**Absent:** Ashley Jenkins

**Others Present:** Director Melissa Dragoo, Business Manager/Treasurer Gale Jacobi.

**Approval of Meeting Minutes:** Motion was made to approve the July 20, 2021 meeting minutes by M. Frischkorn. Second was made by L. Halterman. Motion carried 6-0.

**Treasurer's Report:**

- **Voucher reports:** Approve July 2021 vouchers/check register/disbursements #181-212 totaling \$33,959.02 for payment. Payroll/Personnel: 2 payrolls totaling \$16,667.46.
- **Receipts reports:** Total February receipts #51-57 of all funds is \$35,825.71. The Operating Fund Receipts were \$32,733.27 and Payroll Withholdings receipts were \$3,092.44.
- **Financial Report/Investment Report/Bank Balances as of 7/31/21:** the balance of all funds is \$535,309.37. The Fund Audit Report, Bank Audit Report, and GBC transaction account monthly balances are available for review.
- **Appropriation Resolution for Changes to Appropriation** – Need to appropriate \$221.56 toward Equipment (#37.2), Other Supplies (#422.3) & Evergreen fees (#431.6) from Building/Grounds (#436.1), Office Supplies (#99.81) & Other Prof Services (#431.4).
- Discussed needing a new line item for Evergreen next year. Reported all taxes were filed.
- Motion was made to approve the July Finances report by C. Witsman. Second was made by M. Frischkorn and passed 6-0.
- Motion to approve July 2021 appropriation resolution of \$221.56 made by C. Witsman. Second was made by J. Wilson. Motion carried 6-0.

**Director's Report:**

- Summer Ready Program finished well; Silly Safari had 80 attendees
- Selling more out-of-area cards
- Established Suggestion Box
- Submitted grant application for book mobile van
- Received \$1k for used books from Sustainable Shelve



**Old Business:**

- **Feasibility Study Proposal Review**

Discussed both proposals and presentations from last month's meeting.

Motion was made to accept the KRM Feasibility Study Proposal by J. Wilson, second by L. Halterman.

Motion passed 6-0.

M. Dragoo will follow-up with for KRM for next steps.

- **COVID Protocols**

J. Wilson, L. Halterman, and K. Masters serve on the COVID policies committee.

Motion was made to approve the updated policy by C. Witsman, second by K. Masters.

Motion passed 6-0.

**New Business:**

- **Additional Appropriations Discussion:**

Discussed delaying appropriations changes to next year versus this year, due to expenditures unknown at time of budget (program fees covered by reimbursement grants, audit, lawyer & financial consultant fees, unemployment claim)

Change in programs' timelines, funded by grants, will need to be approved by the State Library.

M. Dragoo confirmed that request for appropriation changes and approval will be made to McCordsville Town Council.

Barry Wood is the McCordsville Town Council liaison to the Library.

- **FVTPL Acceptable Use Policy:**

Motion was made to approve the new policy by L. Halterman, second by M. Frischkorn.

Motion passed 6-0.

M. Dragoo will follow-up that all employees have signed the Employee Handbook.

**Public Comment:** none

**Board Comments:** none

**Adjourn:** The meeting adjourned at 7:35 PM.

**Next Board Meeting: Tuesday September 21, 2021 at 6:30 PM.**