



**BOARD MEETING MINUTES of the FORTVILLE VERNON TOWNSHIP PUBLIC LIBRARY TRUSTEES**

**Tuesday December 21, 2021, at 6:32 PM**

**Meeting was held in person with Zoom video conference option.**

**Call to order:** Julie Wilson

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

**Present:** Lola Halterman, Rebecca Hiday, Kittie Masters, and Julie Wilson

**Absent:** Ashley Jenkins and Catherine Witsman

**Others Present:** Director Melissa Dragoo, and (by Zoom) Business Manager/ Treasurer Gale Jacobi

**Approval of Meeting Minutes:**

Motion was made to approve the October 19, 2021, and November 16, 2021 minutes by R. Hiday, seconded by K. Masters, Motion carried 4-0.

**Financial Report:**

A motion was made to add the unemployment money that will be refunded back to the unemployment line item by Lola Halterman and seconded by Julie Wilson. Motion carried 4-0.

**Treasurer's Reports for November as of 11/30/21**

- **Voucher reports:** Approve November vouchers/check register/disbursements vouchers 308-334 totaling \$41,442.30 for payment. Payroll/Personnel: 2 payrolls totaling \$17,101.68. Direct Deposit ACH Fees \$23.60
- **Receipts reports:** 85-93 total receipts for November of all funds is \$36,614.84 the Operating Fund Receipts were \$33,475.40 and Payroll withholdings receipts were \$3,139.44.
- **Reports:** Financial Report/Investment Report/Bank Balances as of 11/30/21; the balance of all funds as of 11/30/21 is \$508,942.17. (Reviewed) The Fund Audit Report, Bank Audit Report and GBC transaction account monthly balance are available for review.
- Interest for November 2021 = \$22.03.
- Motion was made to approve the November Finances report by Lola. Second was made by Julie and passed 4-0.

**Directors Report:**

- The Fire Marshal made an unannounced visit, and the report was given
- Audit preparation is being done by Gale
- Hoopla is starting
- Tech work continues to scan in items
- There is a Grant session Melissa will be attending
- The Web Site is being updated
- A van has been located

**New Business**

- **Approval of 2022 Business Hours of Operation**

A motion was made by R. Hiday and seconded by Lola Halterman Motion carried 4-0.

- A new board member is needed to replace Michael Frischkorn

- **Appropriation Resolution for Changes to Appropriation-**

Motion made to move monies for the purchase of shelves for nonfiction and picture books and the van. Motion made by Lola Halterman and seconded by Kittie Masters. Motion carried 4-0

- **Approval for Van Purchase** Motion was made by K. Masters and seconded by Lola Halterman. Motion carried 4-0. The van is a 2017 KIA Sedona LX with 19,828 miles and comes with a 2-year warranty.

- Motion to hire Molly Reece was made by R. Hiday and seconded by J. Wilson. Motion carried 4-0.

**Public Comment:** None

**Board comments:**

- The board discussed some possibilities for location of a new library

**Adjourn:**

The meeting was adjourned at 7:45.

**Next Board Meeting:** Tuesday, January 18, 2022, at 6:30 PM.

Submitted: \_\_\_\_\_ 1/18/2022 Approved \_\_\_\_\_ 1/18/2022  
Rebecca Hiday (Acting secretary) Julie Wilson (Vice President)