



**BOARD MEETING MINUTES of the FORTVILLE VERNON TOWNSHIP PUBLIC LIBRARY TRUSTEES
Tuesday February 16, 2021 at 6:33 PM
Meeting was held via Zoom video conference due to COVID-19 restrictions.**

Call to Order: Ashley Jenkins

Roll Call: Ashley Jenkins

Present: Ashley Jenkins, Michael Frischkorn, Lola Halterman, Kittie Masters, Julie Wilson, Catherine Witsman, and Libby Wyatt were in attendance.

Absent: none

Others Present: Director Melissa Dragoo, Business Manager/Treasurer Gale Jacobi, and Chris Isom, Attorney.

Approval of Meeting Minutes: Motion was made to approve the January 19, 2021 meeting minutes by L. Wyatt. Second was made by M. Frischkorn. Motion carried 5-0.

Treasurer's Report:

- **Voucher reports:** Approve January 2020 vouchers/check register/disbursements #1-31 totaling \$26,504.21 for payment. Payroll/Personnel: 2 payrolls totaling \$11,992.53.
- **Receipts reports:** Total January receipts #1-6 of all funds is \$35,141.51. The Operating Fund Receipts were \$32,743.56 and Payroll Withholdings receipts were \$2,397.95.
- **Financial Report/Investment Report/Bank Balances as of 1/31/21:** the balance of all funds is \$469,592.29. The Fund Audit Report, Bank Audit Report, and GBC transaction account monthly balances are available for review.
- G. Jacobi asked that board members come into the library to sign December 2020 and/or January 2021 voucher list and meeting minutes, where applicable.
- Motion was made to approve the January Finances report by C. Witsman. Second was made by L. Wyatt and passed 6-0.

New Board Member Introduction: Kittie Masters, appointee from MVCSC, has 22 years of teaching experience.

Director's Report:

- Awarded the mini-COVID grant of \$3400. Planned use of grant is adding eBooks and downloadable audio books to collection.
- Concern for the IT services and current contract with AVC was raised again. M. Dragoo's research shows there are more affordable options to consider. She has list of rates for email and voice-over IT from other carriers.

Unfinished Business:

- Introduction of Legal Counsel: Chris Isom (Brand & Morelock) serves many municipalities in Hancock and



surrounding counties. A motion to contract legal services with Brand & Morelock was made by L. Halterman and second by J. Wilson. Motion passed 6-0.

- Library Investments – with interest rates so low, there are no better savings options available at the bank currently.
- Librarian Replacement – 6 resumes were received.

New Business:

- M. Drago mentioned proposed Senate Bill 288 would criminalize library staff or teachers providing harmful material to children. The bill has been heard in committee this month.
- Discussed the Acceptable Patron Behavior Policy and accompanying staff procedures.
- A committee was created to work with the director to review the library policies and procedures: M. Frischkorn, A. Jenkins and C. Witsman
- Resolution for a library credit card. A motion was made by C. Witsman and second by L. Halterman. Motion carried 5-0.
- Baker & Tilly will present at next month’s Board Meeting. M. Drago is working to schedule Mike Reuter to present as well.

Approve and Sign Vouchers:

- Approval of January 2021 Appropriations. J. Wilson made the motion and M. Frischkorn seconded. Motion passed 5-0.

Public Comment: none

Board Comments: none

Adjourn: Motion was made by M. Frischkorn and second by L. Halterman. The meeting adjourned at 8:04 PM.

Next Board Meeting: Tuesday March 16, 2021 at 6:30 PM.

Submitted: _____ 3/16/2021 Approved: _____ 3/16/2021
Catherine Witsman Ashley Jenkins