



BOARD MEETING MINUTES of the FORTVILLE VERNON TOWNSHIP PUBLIC LIBRARY TRUSTEES
Tuesday January 19, 2021 at 6:32 PM
Meeting was held via Zoom video conference due to COVID-19 restrictions.

Call to Order: Ashley Jenkins

Roll Call: Ashley Jenkins

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

Absent: none

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

Approval of Meeting Minutes: Motion was made to approve the December 29, 2020 meeting minutes by M. Frischkorn. Second was made by L. Wyatt. Motion carried 6-0.

Treasurer's Report:

- **Voucher reports:** Approve December 2020 vouchers/check register/disbursements #315-352 totaling \$25,062.11 for payment. Payroll/Personnel: 3 payrolls totaling \$11,227.90.
- **Receipts reports:** Total December receipts #106-117 of all funds is \$53,247.47. The Operating Fund Receipts were \$51,015.92 and Payroll Withholdings receipts were \$2,231.55.
- **Financial Report/Investment Report/Bank Balances as of 12/31/20:** the balance of all funds is \$460,954.99. 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 \$3,048.94 for ending December 31 in addition to the \$5,967.59 thru December 28 (discussed at the December meeting) to cover various functions like Salaries (assistants/treasurer) and Supplies. These funds will be transferred from Salaries (librarian) and Supplies/Repairs.
- G. Jacobi asked that board members come into the library to sign voucher list, appropriation resolution, meeting minutes, where applicable.

Approve and Sign Vouchers:

- Motion was made to approve the December Finances report by C. Witsman. Second was made by L. Halterman and passed 6-0.
- Motion to approve December 2020 appropriation resolution of \$3,048.94 made by L. Halterman. Second was made by J. Wilson. Motion carried 6-0.

Election of 2021 Officers:

- Ashley Jenkins, President
- Julie Wilson, Vice-President



- Catherine Witsman, Secretary
- Gale Jacobi, Treasurer

Motion was made to nominate the members to the following offices by L. Halterman. Second was made by C. Witsman. Motion carried 6-0 at 6:47PM.

Adjourn: Motion was made by C. Witsman and second by M. Frischkorn. The meeting adjourned at 6:48 PM.

Board of Finance Annual Meeting:

Call to Order: C. Witsman at 6:48 PM

Approval of Agenda: Motion was made by A. Jenkins and second by L. Halterman.

Election of 2021 Officers:

- Catherine Witsman, President
- Julie Wilson, Secretary

Motion was made to nominate the members to the following offices by A. Jenkins. Second was made by M. Frischkorn. Motion carried 6-0 at 6:50 PM.

Designate Paper to Publish Legal Ads: A motion to designate The Reporter as the paper of record for publishing required legal ads was made by L. Halterman and second by J. Wilson. Motion carried 6-0

Investments Report: G. Jacobi stated the decrease in interest in 2020 impact by bank process changes due to COVID-19.

The review/approval of the Investment Policy and the Accounting Control Policy was tabled for another meeting.

Adjourn: Motion was made by J. Wilson and second by L. Halterman. The meeting adjourned at 6:58 PM. (L. Wyatt left the meeting.)

The public hearing for the Internet Access and Safety Policy was tabled for the February meeting.

Call to Order: Ashley Jenkins

Director's Report:

- A draft of the Pandemic Response Guidelines was reviewed and discussed. Curbside service will now be available. Motion to approve the draft Pandemic Response Guidelines was made by C. Witsman. Second was made by J. Wilson. Motion carried 5-0.
- A draft of the Internal Procedures under the Pandemic Response Guidelines was reviewed and discussed. Motion to approve the Internal Procedures was made by J. Wilson. Second was made by L. Halterman. Motion carried 5-0.
- M. Drago discussed programming, updating policies, training for staff, applying for grants.
- The library will be closed until 1/25/2021 (COVID-19). Deep cleaning will be performed beforehand.



Unfinished Business:

- The MVCSC School Board of Trustees has received several applicants for the board position.
- The librarian position will be posted as soon as possible.
- M. Frischkorn summarized the legal services Chris Isom (Brand & Morelock) would provide.

Public Comment: none

Board Comments: none

Adjourn: Motion was made by L. Halterman and second by J. Wilson. The meeting adjourned at 8:12 PM.

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