



BOARD MEETING MINUTES of the FORTVILLE VERNON TOWNSHIP PUBLIC LIBRARY TRUSTEES
Tuesday June 15, 2021 at 7:08 PM
Meeting was held in person with Zoom video conference option.

Call to Order: Ashley Jenkins

Roll Call & Declaration of Quorum: Ashley Jenkins

Present: Michael Frischkorn, Ashley Jenkins, 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, incoming-Board member Becky Hiday

Approval of Meeting Minutes: Motion was made to approve the May 18, 2021 meeting minutes by M. Frischkorn. Second was made by J. Wilson. Motion carried 7-0.

Treasurer's Report:

- **Voucher reports:** Approve May 2021 vouchers/check register/disbursements #119-145 totaling \$34,852.81 for payment. Payroll/Personnel: 2 payrolls totaling \$16,550.44.
- **Receipts reports:** Total February receipts #31-38 of all funds is \$54,526.47. The Operating Fund Receipts were \$51,453.69 and Payroll Withholdings receipts were \$3,072.78.
- **Financial Report/Investment Report/Bank Balances as of 5/31/21:** the balance of all funds is \$505,638.67. 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 \$249.68 toward Periodicals & Newspapers (#445.2) from Nonprinted Materials (#445.4).
- Presented credit card activity report.
- Motion was made to approve the May Finances report by C. Witsman. Second was made by L. Halterman and passed 7-0.
- Motion to approve May 2021 appropriation resolution of \$249.68 made by J. Wilson. Second was made by C. Witsman. Motion carried 7-0.

Director's Report:

- \$19,203 grants received from LSTA and Nine-Star.
- Feedback from patrons over new business hours.
- Summary of upcoming programs.



Old Business:

- **New Board Member:** Becky Hiday's appointment approved 6/15/21, awaiting notary.
- **Additional Assistant:** Lily Woolsten hired in June.
- **SRP Update:**
 - Donations: Received \$500 from Meijer, \$300 from GBC, and many other supporters
 - Professor Steve's Science Show, Dr Parker's Book Club, Great American Campout

New Business:

- **Approve purging Surplus Items:**
Motion was made to declare old items as surplus and remove accordingly, by M. Frischkorn, second by K. Masters. Passed 7-0.
- **Manage IT service recommendation:**
Motion was made to contract with Novick Tech for IT services by L. Halterman, second by C. Witsman. Motion passed 7-0.
- **Electronic Meeting Policy:**
M. Frischkorn, A. Jenkins, and C. Witsman met as committee on the Electronic Meeting Policy. Motion was made to approve the new policy by M. Frischkorn, second by L. Wyatt. Motion passed 7-0.

Public Comment: none

Board Comments: none

Adjourn: The meeting adjourned at 7:55 PM.

Submitted: _____ 7/20/21
Catherine Witsman

Approved: _____ 7/20/21
Ashley Jenkins

Next Board Meeting: Tuesday July 20, 2021 at 6:00 PM.