



**EXECUTIVE SESSION MEETING MINUTES of the FORTVILLE VERNON TOWNSHIP PUBLIC LIBRARY TRUSTEES**

**Tuesday October 19, 2021 at 6:09 PM**

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

**Present:** Michael Frischkorn (via Zoom), Ashley Jenkins (via Zoom), Becky Hiday, Kittie Masters, Julie Wilson and Catherine Witsman were in attendance.

**Absent:** Lola Halterman

**Call to Order:** Ashley Jenkins

**Old Business:**

- Personnel discussion.

**Adjourn:** The meeting adjourned at 6:49 PM.

Submitted: \_\_\_\_\_ 12/21/21  
Catherine Witsman

Approved: \_\_\_\_\_ 12/21/21  
Ashley Jenkins



**BOARD MEETING MINUTES of the FORTVILLE VERNON TOWNSHIP PUBLIC LIBRARY TRUSTEES**  
**Tuesday October 19, 2021 at 6:50 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 (via Zoom), Ashley Jenkins (via Zoom), Becky Hiday, Kittie Masters, Julie Wilson, and Catherine Witsman were in attendance.

**Absent:** Lola Halterman

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

**Public Hearing for 2022 Budget Opens at 6:51 PM.**

**Public comment:** none

**Public Hearing for 2022 Budget Closes at 6:51 PM.**

**Approval of Meeting Minutes:**

Motion was made to approve the September 21, 2021 meeting minutes by B. Hiday. Second was made by J. Wilson. Motion carried 4-0.

**Treasurer's Report:**

- **Voucher reports:** Approve September 2021 vouchers/check register/disbursements #243-270 totaling \$39,882.21 for payment. Payroll/Personnel: 2 payrolls totaling \$17,244.60.
- **Receipts reports:** Total September receipts #69-76 of all funds is \$35,314.83. The Operating Fund Receipts were \$32,218.78 and Payroll Withholdings receipts were \$3,916.05
- **Financial Report/Investment Report/Bank Balances as of 9/30/21:** the balance of all funds is \$526,026.42. 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 \$960.39 toward Unemployment Compensation (#413.2), Equipment (#437.2) from Salary (#411.1) & Equipment (#436.2).
- Motion was made to approve the September Finances report by C. Witsman. Second was made by K. Masters and passed 6-0.
- Motion to approve September 2021 appropriation resolution of \$960.39 made by C. Witsman. Second was made by J. Wilson. Motion carried 6-0.

**Director's Report:**

- CPR certified training from Fire Department
- Training for Microsoft 365, now using Teams Shift for scheduling
- Participating in Trunk & Treat

