



**BOARD MEETING MINUTES of the FORTVILLE VERNON TOWNSHIP PUBLIC LIBRARY TRUSTEES**  
**Tuesday January 19, 2022 at 6:35 PM**  
**Meeting was held via Zoom video conference due to COVID-19 restrictions.**

**Call to Order:** Julie Wilson

**Roll Call:** Julie Wilson

**Present** Becky Hiday, Lola Halterman, Kittie Masters, Julie Wilson, and Catherine Witsman were in attendance.

**Absent:** Ashley Jenkins

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

**Approval of Meeting Minutes:** Motion was made to approve the December 21, 2021 meeting minutes by K. Masters. Second was made by L. Halterman. Motion carried 4-0.

**Treasurer's Report:**

- **Voucher reports:** Approve December 2021 vouchers/check register/disbursements #335-371 totaling \$63,157.18 for payment. Payroll/Personnel: 3 payrolls totaling \$19,408.87. Payments to kRM Architecture (for study) and Pearson Ford (for van) were made this month.
- **Receipts reports:** Total December receipts #94-104 of all funds is \$56,898.46. The Operating Fund Receipts were \$55,552.36 and Payroll Withholdings receipts were \$3,346.10. Received \$16K extra funds from Hancock County this month.
- **Financial Report/Investment Report/Bank Balances as of 12/31/21:** the balance of all funds is \$502,683.45. 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 \$2,976.52 for ending December 31 to cover various functions like Supplies, Vendor Services and Equipment. These funds will be transferred from Official Records and Utilities.
- 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 B. Hiday. Second was made by L. Halterman and passed 5-0.
- Motion to approve December 2021 appropriation changes of \$2,976.52 made B. Hiday. Second was made by J. Wilson. Motion carried 5-0.

**Election of 2022 Officers:**

- Julie Wilson, President
- Kittie Masters, Vice-President



- Catherine Witsman, Secretary/Treasurer

Motion was made to nominate the members to the following offices by L. Halterman. Second was made by C. Witsman. Motion carried 5-0 at 6:47PM.

**Adjourn:** The meeting adjourned at 6:52 PM.

**Board of Finance Annual Meeting:**

**Call to Order:** C. Witsman at 6:52 PM

**Approval of Agenda:** Motion was made by B. Hiday and second by L. Halterman.

**Election of 2022 Officers:**

- Catherine Witsman, President
- Julie Wilson, Secretary

Motion was made to nominate the members to the following offices by B. Hiday. Second was made by L. Halterman. Motion carried 5-0.

**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 J. Wilson and second by K. Masters. Motion carried 5-0

**Investments Report:** G. Jacobi stated the interest earned for 2021 is \$261.32.

**Investment Policy/Accounting Control Policy:** Policy updated to include online bill payments covered under electronic transfers and responsibilities for the Treasurer, which will be a board member. A motion to approve the policy was made by B. Hiday and second by J. Wilson. Motion carried 5-0

**Adjourn:** The meeting adjourned at 7:06 PM.

**Public Hearing:**

The annual public hearing for the Internet Access and Safety Policy was opened at 7:06 PM.

**Public Comment:** none

A motion to approve the policy was made by L. Halterman and second by C. Witsman. Motion carried 5-0

The public hearing was closed at 7:08 PM

**Call to Order:** J. Wilson

**New Business**

- **Classification of job positions:** Motion was made to create a new job position of Library Clerk, which has additional responsibilities than a Library Page and updating the job description of Library Assistant to include additional responsibilities and increase the wage accordingly was made by J. Wilson and second by C. Witsman. Motion carried 5-0.
- **Vendor Service Contracts:** M. Dragoo is reviewing contracts and soliciting other offers to evaluate the best service/rates.
- **Internal Controls:** M. Dragoo is reaching out for a professional review of Internal Control policy.

