



**BOARD MEETING MINUTES of the FORTVILLE VERNON TOWNSHIP PUBLIC LIBRARY TRUSTEES  
Tuesday March 15, 2022 at 6:30 PM**

**Call to Order:** Julie Wilson

**Roll Call:** Julie Wilson

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

**Absent:** Tonya Galbraith, Ashley Jenkins, Kittie Masters

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

**Approval of Meeting Minutes:** Motion was made to approve the February 15, 2022 meeting minutes by B. Hiday. Second was made by L. Halterman. Motion carried 4-0.

**Treasurer's Report:**

- **Voucher reports:** Approve February 2022 vouchers/check register/disbursements #31-62 totaling \$45,011.76 for payment. Payroll/Personnel: 2 payrolls totaling \$17,821.76.
- **Receipts reports:** Total February 2022 receipts #9-16 of all funds is \$36,739.17. Payroll Withholdings receipts were \$3,271.48.
- **Financial Report/Investment Report/Bank Balances as of 2/28/22:** the balance of all funds is \$488,142.72. The Fund Audit Report, Bank Audit Report, and GBC transaction account monthly balances are available for review.
- Discussed moving from making monthly appropriations to 1-2 times a year, to help track better how much items are over/under budget to help with future budget planning.
- Motion was made to approve the February 2022 Financials report by L. Halterman. Second was made by J. Wilson and passed 4-0.

**New Business**

- **RESOLUTIONS:**
  - **Resolution 2022-6:** Resolution to Establish Capital Assets Threshold  
A motion was made to establish the threshold limit to \$5000 for any single item.
    - (Motion made) B. Hiday, (2<sup>nd</sup>) J. Wilson, passed 4-0
- **Library Policy:** A motion was made to approve the Internal Controls Policy by J. Wilson, second by B. Hiday. Motion passed 4-0.
- **Library Policy:** Review of the Collection Development Policy will be sent to the Policy Committee (A. Jenkins, C. Witsman).
- **Capital Assets:** Discussed establishing a Capital Assets inventory and to contract with Buckland and Associates consultants for that initial work and future annual updates. Motion was made to approve the contract by C. Witsman and second by L. Halterman. Motion passed 4-0.
- **Update on Task Force:** M. Dragoo provided who has been invited to participate on the Task Force. Targeting the second week in April for the first meeting.



- **Long Range Planning:** M. Dragoo gave an update of the survey results and a draft of the next survey.

**Director's Report:**

- Mask-wearing is optional.
- Annual financial report completed for the SBOA.
- Annual report to Indian State Library completed.
- Resuming in-person programming in March as COVID numbers go down.
- Education webinars attended by staff.
- Overdrive consortium has merged and now a part of Indiana Digital Library

**Public Comment:** none

**Board Comments:** none

**Adjourn:** The meeting adjourned at 7:41 PM.

**Next Board Meeting: Tuesday April 19, 2022 at 6:30 PM.**

Submitted: \_\_\_\_\_ 4/19/2022 Approved: \_\_\_\_\_ 4/19/2022  
Catherine Witsman Julie Wilson