



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

**Tuesday April 19, 2022 at 6:01 PM**

**Call to Order:** Julie Wilson

**Present:** Tonya Galbraith, Lola Halterman, Kittie Masters, Julie Wilson and Catherine Witsman

**Absent:** Becky Hiday, Ashley Jenkins

**Others Present:** Director Melissa Dragoo

**New Business:**

- Personnel discussion.

**Adjourn:** The meeting adjourned at 6:24 PM.



**BOARD MEETING MINUTES of the FORTVILLE VERNON TOWNSHIP PUBLIC LIBRARY TRUSTEES**  
**Tuesday April 19, 2022 at 6:31 PM**

**Call to Order:** Julie Wilson

**Roll Call:** Julie Wilson

**Present:** Tonya Galbraith, Lola Halterman, Kittie Masters, Julie Wilson and Catherine Witsman were in attendance.

**Absent:** Becky Hiday, Ashley Jenkins

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

**Approval of Meeting Minutes:** Motion was made to approve the March 15, 2022 meeting minutes by L. Halterman. Second was made by J. Wilson. Motion carried 3-0.

**Treasurer's Report:**

- **Voucher reports:** Approve March 2022 vouchers/check register/disbursements #63-98 totaling \$39,468.54 for payment. Payroll/Personnel: 2 payrolls totaling \$17,317.23.
- **Receipts reports:** Total March 2022 receipts #17-28 of all funds is \$49,102.38. Payroll Withholdings receipts were \$3,303.21.
- **Financial Report/Investment Report/Bank Balances as of 3/31/22:** the balance of all funds is \$497,776.56. The Fund Audit Report, Bank Audit Report, and GBC transaction account monthly balances are available for review.
- Refund of \$7,800 for the unemployment claim was received.
- Motion was made to approve the March 2022 Financials report by L. Halterman. Second was made by J. Wilson and passed 3-0.

**New Business**

- **Friends of the Library:** Susie Highley presented an update of establishing the Friends of the Library. She will be filing a 501(c)3 and has established a timeline for the summer. The callout will be on May 10 at 7pm at FVTPL. M. Dragoo will publicize the event accordingly.
- **Library Hours Survey:** M. Dragoo presented the survey results, where 88 respondents had replied. Based on the results, it was determined that opening another day in the week would best serve the community. A motion was made to add Friday, hours of operation from 10am – 4pm, to the current schedule beginning in June by K. Masters and second by C. Witsman. Motion passed 5-0.
- **Task Force Update:** First meeting is scheduled for Wednesday, April 20 at FVTPL. Jim Bishop from Conjunction Leadership will be the facilitator of the event.
- **Internal Control Policy:** no changes were made.
- **Collection Development Plan Policy:** M. Dragoo and the Policy Committee (A. Jenkins, C Witsman) reviewed and updated the policy. A motion was made to approve the new changes to the policy, and to add the form of receipt to the policy, by J. Wilson and second by K. Masters. Motion passed 5-0.



**Director's Report:**

- Annual financial report completed for MVCSC School Board.
- Attendance at the Public Library Association conference.
- Municipal license plates for the van received.
- Diminish the use of paper forms for patron card application.
- ARPA grant application has made it to the second round.
- Working with McCordsville Parks Board for Story Walk project.

**Public Comment:** none

**Board Comments:** none

**Adjourn:** The meeting adjourned at 7:36 PM.

**Next Board Meeting: Tuesday May 17, 2022 at 6:30 PM.**

Submitted: \_\_\_\_\_ 5/17/2022 Approved: \_\_\_\_\_ 5/17/2022  
Catherine Witsman Julie Wilson