



BOARD MEETING MINUTES of the FORTVILLE VERNON TOWNSHIP PUBLIC LIBRARY TRUSTEES
Tuesday June 21, 2022 at 6:33 PM

Call to Order: Julie Wilson

Roll Call: Julie Wilson

Present: Tonya Galbraith, Lola Halterman, Rebecca Hiday, Ashley Jenkins (arrived 6:37pm), Kittie Masters, Julie Wilson and Catherine Witsman were in attendance.

Absent: none

Others Present: Director Melissa Loiselle and Business Manager Gale Jacobi

Approval of Meeting Minutes: Motion was made to approve the April 19, 2022 Executive meeting minutes by L. Halterman. Second was made by K. Masters. Motion carried 5-0. Motion was made to approve the April 19, 2022 meeting minutes by T. Galbraith. Second was made by L. Halterman. Motion carried 5-0. There was no May 17, 2022 meeting minutes since there was no quorum.

Treasurer's Report:

- **Voucher reports:** Approve April 2022 vouchers/check register/disbursements #99-134 totaling \$61,509.32 for payment. Payroll/Personnel: 3 payrolls totaling \$26,450.13.
- **Receipts reports:** Total April 2022 receipts #29-38 of all funds is \$38,811.90. Payroll Withholdings receipts were \$5,145.85.
- **Financial Report/Investment Report/Bank Balances as of 4/30/22:** the balance of all funds is \$475,079.14. The Fund Audit Report, Bank Audit Report, and GBC transaction account monthly balances are available for review.
- Motion was made to approve the April 2022 Financials report by K. Masters. Second was made by J. Wilson and passed 5-0.
- **Voucher reports:** Approve May 2022 vouchers/check register/disbursements #135-163 totaling \$37,906.25 for payment. Payroll/Personnel: 2 payrolls totaling \$19,793.11.
- **Receipts reports:** Total May 2022 receipts #39-50 of all funds is \$77,311.48. Payroll Withholdings receipts were \$4,048.07.
- **Financial Report/Investment Report/Bank Balances as of 5/31/22:** the balance of all funds is \$514,484.37. The Fund Audit Report, Bank Audit Report, and GBC transaction account monthly balances are available for review.
- Motion was made to approve the May 2022 Financials report by L. Halterman. Second was made by B. Hiday and passed 6-0.

New Business

- **Parking Policy:** M. Loiselle presented new policy. A motion was made to approve the new policy, by A. Jenkins and second by C. Witsman. Motion passed 7-0



- **Air Condition Update:** M. Loiselle gave an updated on the situation with both HVAC units and a couple of options to consider for both near term and future solutions. M. Loiselle will schedule an extra meeting if proposals come in.
- **Long Range Planning Discussion:** Survey results came in. M. Loiselle will create focus group to meet possibly the second week of July. M. Loiselle will also work on creating a FAQ.
- **Fine-Free Discussion:** M. Loiselle presented how different libraries were handling late fines. She will draft a policy for the July meeting.
- **Board Appointments:** C. Witsman and B. Hiday's appointments ended 5/31/22. Renewal appointments have been approved, notarized and filed with the County Clerk.

Director's Report:

- Hosted table at Fortville Farmers Market to promote Summer Reading Program.
- Hosted two story times at McCordsville Town Park. There were about 40 attendees.
- 40 artworks are displayed from the tiny art kits with patron voting for 1 teen and 1 adult best work.
- Adult Book Club met at 305 Wine Garage
- Moving to single sign-on access with the computers.
- Implemented Beanstack to track Summer Readings.

Unfinished Business

- **Salary Schedule:** M. Loiselle proposed the salary schedule for 2022. A motion was made to approve the schedule by T. Galbraith and second by J. Wilson. Motion passed 7-0.
- **Friends of the Library:** The callout was held on May 10. There were 2 patron attendees. S. Highley will file a 501(c)3 with federal/state. Marcia Doty, Jenn Westfall & S. Highley were named Incorporators.
- **Story Walk:** M. Loiselle will follow up with Town of McCordsville on delay.

Public Comment: none

Board Comments: none

Adjourn: The meeting adjourned at 7:50 PM.

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

Submitted: _____ 7/19/2022 Approved: _____ 7/19/2022
Catherine Witsman Julie Wilson