



## **MEETING MINUTES OF THE BOARD OF TRUSTEES FORTVILLE VERNON TOWNSHIP PUBLIC LIBRARY**

A meeting of the Board of Trustees (the "Board") of Fortville-Vernon Township Public Library (the "Library") was held at 625 E Broadway St, Fortville, Indiana, on August 16, 2022 at the hour of 7:06 p.m. (Local Time), pursuant to notice duly given in accordance with the rules of the Board.

The meeting was called to order by the President of the Board.

On call of the roll, the members of the Board were shown to be present or absent as follows:

Present: Tonya Galbraith, Rebecca Hiday, Ashley Jenkins, Kittie Masters, Julie Wilson and Catherine Witsman

Absent: Lola Halterman

Others Present: Director Melissa Loiselle and Business Manager Gale Jacobi

**Approval of Meeting Minutes:** The President requested the approval of the July 19, 2022 board meeting minutes. On motion duly made, seconded and carried, the minutes were approved.

### **Treasurer's Report:**

- Total July 2022 Vouchers (#196-227): \$42,106.73
- Total July 2022 Receipts (#59-64): \$36,961.50
- Financial Report/Bank Balances as of 7/31/22: \$501,882.15.

The President requested the approval of the July 2022 Financials. On motion duly made, seconded and carried, the financials were approved.

### **New Business**

- **Additional Appropriation Approval:** McCordsville Town Council approved the additional appropriation of \$124,429 to Rainy Day Fund.
- **Bond Resolution:** The President stated that the Board needed to consider a Reimbursement Resolution. On motion duly made, seconded and carried, the resolution attached as Exhibit A was adopted.
- **Location Priorities Discussion:** Discussed distribution of survey on prioritizing features for future location and cost for future Site Analysis work.
- **Draft Budget:** Initial draft of 2023 budget presented. Consideration of cost of services/goods adjusted due to inflation, needs, etc.
- **Capital Asset Policy:** The President stated that the Board needed to approve the Capital Asset Policy. On motion duly made, seconded and carried, the policy attached as Exhibit B was adopted.

### **Director's Report:**

- With the implementation of Evergreen, patron library accounts expiring at the end of 2-year term
- Site visit from the Indiana Archives and Records Administration to clarify rules of retention
- Children's programs being planned and outreach to schools
- Coordination with Evergreen with transition to fine-free library
- ARPA grant was not awarded to cover technology needs
- Participation in future community events



**Unfinished Business**

- **HVAC Update:** Both units have been repaired. Concern regarding evidence of prior carrier's service will be followed up with letter. A motion was made to contract with Perfection for bi-annual maintenance services, which was seconded and carried.
- **Strategic and Communication Plan:** Conference with Maria Bond, with MVSD, recommended a communication plan be embedded with strategic planning. Additional resources for logo design and updating mission statement.
- **Survey:** Status of outreach to neighborhoods' Facebook groups and towns' weekly communications/utility bills. Updated questions to survey.
- **Status of open position:** still accepting potential candidates

**Public Comment:** none

**Board Comments:** none

Motion made and seconded to adjourn the meeting. Meeting adjourned

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Secretary, Board of Trustees

Attest:

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President, Board of Trustees