



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

Call to Order: Julie Wilson

Roll Call: Julie Wilson

Present: Tonya Galbraith, Lola Halterman, Becky Hiday, Ashley Jenkins (arrival 6:41PM), Kittie Masters, Julie Wilson and Catherine Witsman were in attendance.

Absent: none

Others Present: Director Melissa Loiselle and Business Manager Gale Jacobi. Guests Becky Davis, Fortville Town Council.

Approval of Meeting Minutes: Motion was made to approve the September 20, 2022 meeting minutes by L. Halterman. Second by T. Galbraith. Motion passed 5-0. Motion was made to approve the October 18, 2022 meeting minutes with amended date by T. Galbraith. Second was made by K. Masters. Motion carried 6-0.

Treasurer's Report:

- **Voucher reports:** Approve October 2022 vouchers/check register/disbursements #292-323 totaling \$37,359.26 for payment. Payroll/Personnel: 2 payrolls totaling \$18,176.80.
- **Receipts reports:** Total October 2022 receipts #78-84 of all funds is \$37,179.07. Payroll Withholdings receipts were \$3,618.00.
- **Financial Report/Investment Report/Bank Balances as of 10/31/22:** the balance of all funds is \$468,893.44. The Fund Audit Report, Bank Audit Report, and GBC transaction account monthly balances are available for review.
- Motion was made to approve the October 2022 Financials report by B. Hiday. Second was made by J. Wilson and passed 6-0.

Director's Report:

- Occupational therapist has recommended the play area is perfect for working with children on motor skills.
- Total net cardholders is 2,043. Actual is closer to 2,500 but net includes expired cards.
- Tuesday Morning Club will begin next year, a weekly senior citizen program.
- Gifts from the Kitchen program at the Wellness Center in McCordsville was well-received.
- Final book/materials order has been placed for the year.
- The lease on one copy machine is paid off.
- Hosted Representative speaker for Senator Mike Braun on October 19.
- Student library card application will go out at the end of January. Available via Parent Square and a digital application.



Unfinished Business:

- **Ice Miller Bond Representation Proposal:** Additional information on fees provided. Paralegal billable rate is \$310 and Partner is \$595. A general obligation bond issue is between \$20-26K and a lease is between \$30-40K, depending on difficulty. Fees would be paid from bond proceeds. Board requested a second quote/other legal counsel referral.
- **Muegge Update:** One day left remaining for Muegge to respond to our letter. Discuss how to proceed at next meeting.
- **I Love My Library Sign Cost:** \$0.84/sign plus cost of the stakes
- **Survey Responses:** Received 441 responses. 65% respondents skewed older (50-70+ age) than the actual population.
- **Site Selection Discussion Update:** Met with Dr. Parker to consider any potential site and he will bring up discussion with the MVCSC board. A meeting is scheduled with the Trustees office because they have to make decisions about retention ponds. Board has requested looking into getting a commercial realtor analysis for some of the other properties.

New Business:

- **Veridus Proposal:** Board requested a second proposal/other consultant referral.
- **Board Committees:** Current committees is Finance & Policy & Covid (formerly). M. Loiselle would like to establish a Budget, an Operations, a Marketing/Outreach committees, etc.
- **Employee Handbook Update:** A motion was made to accept the changes made to the Handbook by K. Master and second by B. Hiday. Motion passed 7-0
- **Board Meeting Information and guidelines policy:** Language defines how the Board President can manage Public Input at meetings. Additional review needed.
- **Holiday staff luncheon:** Catered event to be held on Monday Dec 19 at 11:30am.

Public Comment: none

Board Comments: none

Adjourn: The meeting adjourned at 8:17 PM.

Next Board Meeting: Thursday December 29, 2022 at 3:00 PM.

Submitted: _____ 12/29/2022 Approved: _____ 12/29/2022
Catherine Witsman Julie Wilson