

Fortville Vernon Township Public Library Trustees Board

Meeting Minutes

Tuesday, January 17, 2023

Call to Order: Julie Wilson at 6:30 PM

Roll Call: Julie Wilson

Present: Tonya Galbraith, Lola Halterman, Becky Hiday, Ashley Jenkins, Kitty Masters, Catherine Witsman and Julie Wilson

Others present: Director Melissa Loiselle, Business Manager Gale Jacobi, and Shelby Bowen from ReBar.

Shelby Bowen of ReBar presented the possibility of four different sights that might work for a new library to be in the New McCordsville Town Center. The development is proposed to have mostly two or more-story buildings.

Approval of Meeting Minutes: Motion was made by Lola Halterman to approve the December 29th meeting minutes, seconded by Tonya Galbraith. Motion carried 6-0.

Board member Ashley Jenkins left the meeting.

Treasurers Report:

- **Voucher reports:** Approve December 2022 vouchers/check register/disbursements #356-384 totaling \$33,077.50 Payroll/personnel: 2 payrolls totaling \$18,191.21.
- **Receipts reports:** Total December 2022 receipts #92-101 of all funds \$59,378.20 Payroll withholdings receipts were \$3,597.46.
- **Financial Report/Investment Report/Bank Balances as of 12/31/22:** \$488,952.92. The Fund Audit Report, Bank Audit Report, and GBC transaction account monthly balances are available for review.
- **Appropriation Resolution for Changes to Appropriation:** Need to appropriate \$7,500.00 for ending December 31 to cover various functions like supplies, vendor services, and equipment. These funds will be transferred from Official Records and Utilities.
- Motion to approve the December 2022 Financial report was made by Becky Hiday and seconded by Julie Wilson. Motion carried 6-0.

Director's Report:

- Tax forms have arrived for any of the public who are interested.
- Melissa has started the annual report for the state.
- The 1,000 books before Kindergarten has launched
- The Tuesday Morning Club for seniors did puzzles this week.
- The Middle School Book Club is now called the Bookworms.
- The time for the Teen program has been moved to a later time frame.
- 888 Library cards were issued in 2022. Digital checkouts are increasing.
- Books are being taken to Traditions at Brookside

Unfinished Business:

- **Site Selection Update:** Lola, Becky and Melissa met with Bill Beaty and two representatives from Christian Church about possible land sites for a new

library. After discussion, the board agreed to eliminating the Beaty property because of the need to more infrastructure than other sites being considered.

- **Board Committees:**
 - Finance - Catherine Witsman, Julie Wilson
 - Operations – Becky Hiday, Julie Wilson
 - Policy – Tonya Galbraith, Kittie Masters
 - Marketing – Tonya Galbraith, Ashley Jenkins, Lola Halterman
- **Bond Representation Quotes:** Quotes were received From Ice Miller and Taft, which were basically the same. Tonya Galbraith made a motion to hire Ice Miller and Kittie Masters seconded. Motion carried 6-0.
- **Appraiser Quote:** A quote for \$1,750 for an appraisal was given. It was agreed to wait for an appraisal on the building until closer to wanting to sell the building.

New Business:

- **Election of Officers 2023:** A motion to nominate the following slate of board officers for the FVTPL Board of Trustees for 2023 was made by Catherine Witsman and seconded by Tonya Galbraith. Motion carried 6-0
 - President – Julie Wilson
 - Vice President – Kittie Masters
 - Secretary – Becky Hiday
 - Treasurer – Catherine Wistman

Board of Finance Meeting

Call to Order: Catherine Witsman at 8:08

- **Approval of Agenda:** Motion made by Becky Hiday and seconded by Julie Wilson to approve agenda. Motion carried 6-0
- **Election of 2023 Officers:** A motion to nominate Catherine Witsman as Board of Finance President, and Julie Wilson as Secretary was made by Becky Hiday and seconded by Tonya Galbraith. Motion carried 6-0.
- **Designate Paper to Publish Legal Adds:** A motion to designate *The Daily Reporter* as the paper of record for publishing required legal ads was made by Lola Halterman and seconded by Julie Wilson. Motion carried 6-0.
- **Investments report by Business Office Manager:** Gale Jacobi reported total interest in 2022 was \$2,548.70 in the Checking/Savings GBC Sweep Account.
- A motion to adjourn the Board of Finance meeting at 8:14 was made by Julie Wilson and seconded by Lola Halterman. Motion carried 6-0.

Internet Access and Safety Policy – Annual Public Hearing

Call to Order: Julie Wilson at 8:15

The Internet Safety Policy and Rules for Computer Use were reviewed. Catherine Witsman made a motion and Kittie Masters seconded to approve the Internet Safety Policy and Rules for Computer Use. Motion carried 6-0.

There were no public comments. Meeting adjourned at 8:17.

(Unfinished Business continued)

Staff PTO totals: It was agreed that PTO hours would be a max of 200 hours.

Strategic Plan: Tonya Galbraith made a motion and Catherine Witsman seconded to approve the strategic Plan with corrections and additions. Motion carried 6-0

Lead the Way Conference: Melissa will attend the Lead The Way Conference in Madison Wisconsin on April 24-25. The cost will be \$325 plus meals and gas. The board agreed that she could drive her own vehicle if she wants and be reimbursed instead of taking the library van.

Public Comment: There were no public comments.

Board Comments: There were no additional board comments.

Adjourn: Meeting adjourned at 8:35

Next Board Meeting: Tuesday, February 21, 2023, at 6:30

Submitted: _____ 2/21/2023 Approved _____ 2/21/2023
Rebecca Hiday Julie Wilson