

August 17, 2022

The Sullivan County Public Library Board of Trustees held an executive meeting at the Sullivan County Public Library Annex at 4:00pm. The executive meeting adjourned at 4:34pm.

Library Board: Terri Roberts, President; Katie Couch, Secretary; Susan Brooks; Chris Gentry; Sarah Hannon

Library Staff: Jordan Orwig, Director; Tammy Secrest, Accounting Manager

I. Executive Session

Meeting started at 4:12pm and ended at 4:34pm.

Call to Order:

Called to order at 4:47pm. Susan made a motion to call the meeting to order. Chris seconded and motion passed.

II. Public Input Period

No public comment at this time.

III. Approving and Signing the July Minutes

Katie made a motion. Susan seconded and motion passed.

IV. Approving and Signing the August Special Minutes

Chris made a motion. Sarah seconded and motion passed.

V. Approving and Signing the July Claim Sheet

Susan made a motion. Chris seconded and motion passed.

VI. Old Business

a. Friends

There will be a book sale during the Sullivan Corn Festival from 10am-4pm Friday and Saturday.

b. Feasibility Master Plan

The Board wants Zach Benedict at MKM to be involved in any future public meetings. It was discussed where the Library would hold public meetings to discuss the report. Jordan said there should at least be one central meeting in Sullivan. Some thoughts were to have a public meeting in the rotunda, which holds approximately 24 people. Katie asked how many meetings would be scheduled. Maybe a meeting should be held in Farmersburg so that the community could see a newer branch that is more accessible. Terri said a remote location might work better. The Board needs to look at community buildings in outlying areas. The Civic Center might work for space and neutrality. There might also need to be a back-up plan for a potential second meeting. The Library staff should be brought up to speed before any public meeting. Jordan has seen Allen

County going through the same process. The Board will need a tentative date for the Shelburn changes before a public meeting.

c. Library Personnel Policy Update

Tabled at this time.

d. Internet Use Policy Update

A sentence was added about there being a liability to enter personal information for patrons with possible exceptions for handicapped individuals. Susan made a motion. Chris seconded and motion passed.

VII. New Business

a. Staffing Updates

Jennifer Arthur is being promoted to full-time status at \$12.50 per hour with 5 PTO days retroactive to August 1, 2022. Chris made a motion and Sarah seconded and motion passed.

b. Leave of Absence Request

Cheryl Goodman had requested a leave of absence. After reading the guidelines, she may not be able to use FMLA time though could still request the leave. Katie made a motion. Sarah seconded and motion passed.

c. Wabash Valley Heat and Gas Fixed Price Agreement

Merom previously did a pre-purchase of 2000 gallons. Jordan recommended a \$2.12 pre-buy that will cover the period of 11/1/22 thru 3/31/23. Susan made a motion. Chris seconded and motion passed.

d. Museum Floor Quote

There was a quote from a hardwood renovation company for approximately \$4000 to look at the upper floor in the Sullivan County History Museum. Chris asked if they can determine anything before work begins. The Board wondered if there was a need for a structural report on the building before we look at the floor. Maybe they need to first remove flooring planks and then can look at structural joists. There are several unknown factors. Does this firm have an engineer to look at the structure itself? Maybe there is a need for more information on the company and all they can do. There are no firm recommendations until they get into the floor. The price could be more or less, but it is unknown until they begin the work. No motion was made. The Board decided to table the issue.

e. Sidewalk Replacement Quote

There is a quote is for a \$9300 ramp directly out the front doors of the main library as well as replacing some crumbling concrete. Also, the Board thought it may be necessary to remove and replace sidewalks. After an inspection of the front entrance by the group, the Board tabled the discussion to obtain further information from the city. Chris will look into any existing Indiana code for sidewalks.

f. Public Comment Policy

Other libraries have them for their public meetings. Monroe County Public Library's looks similar to what Jordan proposed. Remarks from the public will remain at three minutes. Susan made a motion. Katie seconded the motion.

g. Budget Form 3

Notice to taxpayers with max levy amount and budget amount. Hearing date is set for 9/14/22. Adoption date is set for 10/19/22. Chris made a motion. Susan seconded and motion passed.

h. Library Hours

Based on times for programs and Internet usage, the main library will move to the following hours year-round: 9am-7pm Monday-Thursday; 9am-6pm Friday; and 9am-5pm Saturday. SCPL would still maintain state standards. Susan made a motion. Chris seconded and motion passed.

i. Miscellaneous

Sullivan Mayor Clint Lamb said that the lot leveled near the main library belongs to the city redevelopment commission. The only plans are to maybe make a new single-family home. Jordan received this information on 8/17/22. The Board mentioned it as potential staff parking and wondered if it was big enough for future growth.

Sarah said that someone had approached her about being able to check out reading glasses. The Lions club does provide eyewear for families in need. They may be open to providing cheap reading glasses for patrons who forget theirs when they come into the Library.

Carol Gaskins' thank you card was read.

VIII. Adjournment

Time 5:18pm

Katie made a motion. Sarah seconded and motion passed.

NEXT MEETING: September 14, 2022

cc: Katie Springer, Attorney at Law