

September 14, 2022

The Sullivan County Public Library Board of Trustees held a regular meeting at 4:00pm at the Library Annex.

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

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

**Call to Order:**

Called to order at 4:08pm. Susan made a motion to call the meeting to order. Chris seconded and motion passed.

**I. Public Hearing for 2023 Budget**

No public comment at this time.

**II. Public Input Period**

No public comment at this time.

**III. Approving and Signing the August Minutes**

Chris made a motion. Susan seconded and motion passed.

**IV. Approving and Signing the August Claim Sheet**

Katie made a motion. Jo Linda seconded and motion passed.

**VI. Old Business**

**a. Friends**

The Friends of the Library held their large annual book sale during the Sullivan Corn Festival from 10am-4pm Friday and Saturday.

**b. Feasibility Master Plan**

On November 3, there will be a public forum at the Sullivan Civic Center with Zach Benedict, MKM Architecture + Design. It was decided to inform the staff on Wednesday, October 26 at 5:30pm. We will close the main branch. There should be a private meeting with the Shelburn full-time employee before any final changes are announced.

**c. Library Personnel Policy Update**

No further changes have been made. The pages have been informed about the dress code adherence. Susan made a motion to approve the policy changes. Jo Linda seconded and motion passed.

#### d. Museum Floor Quote

Terri asked if we needed to do a whole building quote? She thought maybe not, but Chris thought it'd be worth getting a whole evaluation so that we know the answer as to whether it's viable. Chris thought it would cost a couple grand for a structural firm to come from out of town and give an estimate. City may have a recommendation for a structural firm to do it. Jordan will reach out to Sullivan Mayor Clint Lamb for recommendations.

#### e. Sidewalk Replacement Quote

Terri felt it was not the right time to make these changes due to potential future construction. Susan and Chris agree. Quote was tabled indefinitely.

### **VII. New Business**

#### a. Veregy Representative Introduction

Rick Anderson and Greg Goodnight came to discuss Veregy, a \$500 million-dollar company based out of Indianapolis that provides building reviews for savings on energy and HVAC. They would do a free assessment or walkthrough and give an estimate for how much they could save us and then give recommendations. Then, the library would put out a Request For Quotes in the newspaper and move forward with the project. Timeline would be 6 weeks for a recommendation. They are not able to give a quote on new construction plans but would take that into consideration if necessary. They said that it would be easy to adjust and add on for future building additions. There would be a small maintenance contract handled through them. Their products, like solar panels, are not usually visual on buildings similar to ours. Ground and roof installations with south facing installations give the best results.

#### b. Sullivan County History Museum Operations Policy

The Operations Policy was reviewed by the Museum Consideration Committee and was developed from similar museums policies. They had a meeting in August where they recommended the policy. Chris made a motion to accept the new policy. Sarah seconded and motion passed.

#### c. Job Description Museum Curator

Jordan developed the description based on others descriptions. He wants to be prepared for when the time comes to hire for this position. Chris made a motion to accept the job description. Katie seconded and motion passed.

#### d. Miscellaneous

An employee is getting married on October 15, in Sullivan at 4:00pm. Jordan made a proposal to close at 3:00pm on that day to allow for staff to get there on time. Chris made a motion to close the main library early. Jo Linda seconded and motion passed.

Jordan proposed having an employee in-service on Thursday, November 10. Katie wondered if we would end up having people just try to take the day off since it is the day before Veterans Day and the libraries would be closed. The group decides that hosting this event on Monday,

November 14 might be better. Katie made a motion to close the main library on November 14 for the in-service date. Sarah seconded and motion passed.

## **VII. Adjournment**

Time 5:04pm

Chris made a motion to adjourn. Jo Linda seconded and motion passed.

NEXT MEETING: October 19, 2022

cc: Katie Springer, Attorney at Law

Board Members

October 19, 2022

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Terri Roberts, President

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Susan Brooks, Board Member

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Aaron Greve, Vice-President

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Chris Gentry, Board Member

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Jo Linda Lyttle, Treasurer

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Sarah Hannon, Board Member

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Katie Couch, Secretary