

April 20, 2022

The Sullivan County Public Library Board of Trustees held an executive meeting at the Sullivan County History Museum at 4:00pm. The executive meeting adjourned at 5:00pm.

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

Library Staff: Jordan Orwig, Director; Carol J. Gaskins, Accounting Manager

CALL TO ORDER

Chris made a motion to call the regular meeting to order at 5:00pm. Sarah seconded and motion passed.

CONSIDERATION OF MINUTES

Katie made a motion to approve the March 9 minutes. Chris seconded and motion passed.

Chris made a motion to approve the March 16 minutes. Sarah seconded and motion passed.

CLAIMS

The April Register of Claims is available for review and approval. Chris made a motion to approve the claims. Katie seconded and motion passed.

FRIENDS

The Friends are holding their usual monthly book sales.

ROTUNDA/DOME REPAIRS

Jordan has a breakdown of the bid for the Rotunda repair. However, due to time constraints, this is tabled until the next Board meeting.

FEASIBILITY MASTER PLAN

We will have to reschedule the Zoom meeting with Zach Benedict, MKM, due to a poor Internet connection.

DIGITAL MAP SUBSCRIPTION

Donna Adams would like to subscribe to a Digital Sanborn Map subscription to add to the Genealogy online collection. The cost is \$1400. Sarah made a motion to approve the quote. Chris seconded and motion passed. The Board would like to see a yearly review.

FURNITURE QUOTE

April Cox would like to purchase a new table and chairs for the Children's Department. The purchase would be from the Library Store. The activity table is a 48" diameter octagon shape. The eight chairs April wants to order are 14" high stackable chairs. Total cost is \$1215. Chris made a motion to approve the purchase. Katie seconded and motion passed.

PLAC REPORT

There were no PLAC cards sold this quarter.

WVCF ANNIVERSARY GRANT

SCPL has been nominated to receive a \$1,000 grant from the Wabash Valley Community Foundation in celebration of their 30th anniversary. Jordan will be collecting ideas on possible options for a check presentation.

PERSONNEL UPDATES

Jordan created a new organizational chart of the Board of Trustees and employees. Jordan listed the Accounting Manager directly below him and this person would be in charge when he is gone and be responsible for all HR duties. The Heads of Departments are listed below the Accounting Manager. The Library Clerks, Library Clerk Assistants, and Area Library Clerk are listed below the Heads of Departments, and finally Pages are at the bottom of the chart. Katie made a motion to approve the organizational chart. Sarah seconded and motion passed.

Jordan updated the Circulation Librarian to include additional duties. These duties include: working with the Director on identifying materials to be added to the adult collection, reviewing and updating Library policies, oversee and supervising main library circulation desk and staff making sure proper procedures are followed, and coordinating with the Adult Services Librarian to develop collection and circulation projects. Some duties have been removed. Per conversation in the Executive Session, the Circulation Librarian will be receiving a raise. Chris made a motion to approve the raise. Sarah seconded and motion passed.

Jordan created a new full-time salaried position for Sullivan – Adult Services Librarian. This employee will work with the Director on adding materials to the adult collection, planning, scheduling, and promoting adult programming. This employee will coordinate with the Circulation Librarian to develop collection and circulation projects, coordinates outreach services, oversees usage of meeting rooms, bulletin boards and display cabinets, promotes Library services and programs, and other duties. Chris made a motion to approve the new position. Sarah seconded and motion passed.

ADJOURNMENT

Katie made a motion to adjourn. Sarah seconded and motion passed.

Adj. @ 5:05 pm

NEXT MEETING: May 11, 2022

cc: Katie Springer, Attorney at Law

Terri Roberts, President

Susan Brooks, Board Member

Aaron Greve, Vice-President

Chris Gentry, Board Member

Jo Linda Lytle, Treasurer

Sarah Hannon, Board Member

Katie Couch, Secretary