

Wednesday, October 9, 2024

The Sullivan County Public Library Board of Trustees held a session to adopt the 2025 budget at the Sullivan County Public Library Annex at 4:00pm. Chris made a motion to approve. Susan seconded and motion passed. All present board members signed the budget form.

The Board held an executive session at 4:10pm. The executive meeting adjourned at 4:42pm. The meeting was called to order at 4:45pm.

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

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

**I. Approving and Signing the September Minutes**

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

**II. Approving and Signing the September Claim Sheet**

Jo made a motion to approve. Sarah seconded and the motion passed.

**III. Public Input Period**

No public comment at this time.

**IV. Old Business**

**a. Friends**

The Friends of the Library were working on plans for supporting a genealogy program at the Merom conference center.

**b. Jackson Street Property**

Jordan stated that the property's sale was still pending, and the board tabled any further action until the sale was finalized.

**c. Hymera Public Library – ILF Request**

Jordan spoke with Charlotte Himebrook, the Hymera Public Library Board President, and they discussed restarting the book exchange as well as sharing program ideas and information. Jordan recommended keeping communication lines open. There was further discussion on what bringing Hymera into the library system could look like.

**d. Personnel Policy Updates**

The board decided not to make any changes to the library's apparel reimbursement procedures at this time.

## **V. New Business**

### **a. PLAC Quarterly Report**

None were sold this quarter.

### **b. Tree Removal Quote**

Colonial Landscaping recommended removing two redbud trees in front of the main library rotunda due to their health and aesthetics. Todd Greene provided a quote of \$1000 to remove both. Chris made a motion to approve the quote. Sarah seconded and the motion passed.

### **c. Updated Job Descriptions**

Jordan presented changes for two job descriptions: The Custodian and the Branch Custodian. The changes confirmed that the two positions would be classified as Permanent Part Time. Chris made a motion to approve the changes. Jo seconded and the motion passed.

### **d. Youth Services Furniture Quote**

April Cox, the Youth Services Coordinator, submitted a list of furniture items for the department. The list included a café table and chairs, lounge chairs, and a rug. Two different options for the table and chairs were presented, with one priced at \$5647 and another priced at \$3247. The rug was priced at \$460. Jo made a motion to approve the higher quote. Chris seconded and the motion passed.

### **e. Miscellaneous**

Katiesha Benson, the Museum Curator, has requested updates to the history museum sign and awning. Several prospects were presented, with the board ultimately tabling the decision pending further information.

Jordan officially submitted his letter of resignation to the board effective November 20, 2024. He also presented potential changes to the salary structure and job description. Susan made a motion to approve the changes to the job description. Chris seconded and the motion passed. Chris also made a motion to accept Jordan's resignation. Sarah seconded and the motion passed.

Discussion then turned to finding the next director, with it being determined that applications should be sent to the library at Aaron's attention.

## **VI. Adjournment**

Susan made a motion to adjourn. Chris seconded and the motion passed.

Time: 5:27pm

NEXT MEETING: November 13, 2024

cc: Katie Springer, Attorney at Law

Board Members

November 13, 2024

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Aaron Greve, President

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Susan Brooks, Board Member

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Terri Roberts, Vice-President

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Chris Gentry, Board Member

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Jo Linda Lytle, Treasurer

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Sarah Hannon, Board Member

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Katie Couch, Secretary