

Wednesday, January 11, 2023

The Sullivan County Public Library Board of Trustees held a regular meeting at the Sullivan County Public Library Annex at 4:00pm. The meeting called to order at 4:02 p.m. Chris made a motion to begin the meeting. Susan seconded and motion passed.

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

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

**Public:** Jesse Kasinger, Shelburn Town Council

**Agenda Change:** Aaron made a motion to change the agenda item “Appropriation Transfers” to “Year-End Salary Resolution.” Chris seconded and motion passed.

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

Katie made a motion to approve the December minutes. Susan seconded and motion passed.

**II. Approving and Signing the Year-End Minutes**

Aaron made a motion to approve the minutes. Chris seconded and motion passed.

**III. Approving and Signing the December Claim Sheet**

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

**IV. Public Input Period**

Shelburn Town Council President Jesse Kasinger stated they think SCPL can renew the contract to continue to lease the current Shelburn branch location. However, the town board would be willing to donate vacant property on Washington street or the old bank building spot. The town is willing to share the expense of upkeep of that last property. He presented a petition with 68 signatures in support of keeping the Shelburn library open. Jordan agrees they will meet and examine the above-mentioned properties.

**V. Hafer Presentation**

Jordan introduced the representatives from Hafer Design and explained that they designed the current Carlisle library. The company, its design process, and recent library projects were presented in slide format. They allowed time for the board to ask questions. Some discussion ensues concerning the need for in-depth building assessments of current locations and the museum.

**VI. Old Business**

**a. Friends**

No new news.

**b. Long Range Plan**

Jordan delivered hard copies of the proposed long-range plan and took a moment to explain it. Terri brought up the idea of scheduling meetings with Shelburn and Dugger town councils for in-depth discussion of any plans. It was then mentioned that meetings with the towns to discuss future plans was already written into the long-range plan. Katie made a motion to accept Jordan's plan. Susan seconded and motion passed.

**c. Retainer for Attorney**

Jordan confirmed the rate for Attorney Katie Springer that the board had approved at a previous meeting.

**d. Year-End Salary Resolution**

The salary resolution was tabled until the February meeting due to some discrepancies in the data that need further evaluation.

**e. Encumbrances**

Aaron made a motion to approve the presented encumbrances. Sarah seconded and motion passed.

**VII. New Business**

**a. Election of Board of Finance Officers**

Chris suggested keeping the current board president, Terri Roberts, and secretary, Jo Linda Lyttle as the new officers.

**b. Board of Finance Meeting/Investment Report**

Susan made a motion to call the finance meeting to order at 5:30pm. Sarah seconded and motion passed. Jordan read the finance report. There was a discussion of gift fund expenditures. Chris made a motion to approve and accept the report. Aaron seconded and motion passed. Chris made a motion to adjourn the board of finance meeting at 5:39pm. Katie seconded and motion passed,

**c. Rainy Day Fund**

Jordan introduced the transfer of 15% of our budget to the Rainy-Day Fund. This percentage will continue through 2024. There was a discussion of what these funds can be used for. Chris made a motion to approve the transfer. Susan seconded and motion passed.

**d. PLAC Quarterly Report**

There were no PLAC cards sold this quarter.

**e. Miscellaneous**

Some Hymera residents have talked to Sarah about the library issues there. Terri mentioned needing to start conversations with Dugger. The board discussed that the future of what happens with the Sullivan County History Museum seemed to be tipping towards the idea that SCPL can no longer maintain the building. However, Jordan would like to have the structural assessment done so we have information to pass on to the next owner.

**VIII. Adjournment**

Aaron made a motion to adjourn at 6:04pm. Sarah seconded and motion passed.

NEXT MEETING: February 8, 2023

cc: Katie Springer, Attorney at Law

Board Members

February 8, 2023

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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 Lytle, Treasurer

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Sarah Hannon, Board Member

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Katie Couch, Secretary