

January 12, 2022

The Sullivan County Public Library Board of Trustees held an executive meeting at 4:00pm
It ended at 4:45pm.

The Sullivan County Public Library Board of Trustees held a regular meeting at 4:45pm.

Library Board: Terri Roberts, President; Aaron Greve, Vice-president; Katie Couch, Secretary;
Susan Brooks (via Zoom); Chris Gentry; Sarah Hannon

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

CALL TO ORDER

Aaron made a motion to call the meeting to order. Chris seconded and motion passed.

CONSIDERATION OF MINUTES

Chris made a motion to approve the December minutes. Aaron seconded and motion passed. Katie made a motion to approve the Year-End minutes. Chris seconded and motion passed.

CLAIMS

Chris made a motion to change December claims to January claims on the agenda. Sarah seconded and motion passed.

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

FRIENDS

The Friends are continuing to hold monthly book sales in the garage.

HYMERA COMMUNITY LIBRARY CONTRACT 2022

The Board discussed the current contract and would like for it to be rewritten stipulating funding will continue through the end of 2022, but there will be no funding starting January 2023. The Board would like to see the new contract before it is sent to them. They also want Jordan and Carol to write a letter to them explaining the new contract and have them sign it before we send January's check.

SALARY CLASSIFICATION

Jordan added a new position to the salary classification. The new position is Adult Services Librarian. The pay range is \$14.00 to \$22.00. Katie made a motion to approve the new position. Chris seconded and motion passed.

RETAINER FOR ATTORNEY

The retainer fee for 2022 is \$300. It's the same as it has been the last few years. Sarah made a motion to approve keeping Katie Springer as our lawyer. Chris seconded and motion passed.

EMPLOYEE INSURANCE

The Board discussed the two options we have available – the HSA and the PPO. The HSA would run a little cheaper for the Library, but provide the same amount out of pocket cost for the employee. Jordan recommends going with the HSA plan and having the Library pay 95%, with the addition of providing dental and vision coverage. Cost for the dental and vision would run around \$3,500 and the Library pays the whole premium for this. Funding everyone's HSA with a starting

EMPLOYEE INSURANCE (continued)

amount was discussed as well. The Board finally decided to go with the HSA plan, paying 95% of the premium; offering dental, vision and life; and starting everyone's account with \$500. Susan made a motion to approve this. Chris seconded and motion passed.

APPROPRIATION TRANSFERS

Carol provided the list of appropriation transfers made at the end of December. Transfers were within major categories, so no resolution was required.

ENCUMBRANCES

Encumbrances for 2021 totaled \$39,467.05. Aaron made a motion to approve the encumbrances. Chris seconded and motion passed.

ADULT SERVICES JOB DESCRIPTION

Adult Services is a new position. It's like Adult Services/Reference but with a few added responsibilities. Melissa is leaving her position of REference/Assistant Director. Her last day will be January 21. Jordan doesn't plan on having an Assistant Director anymore. Katie made a motion to approve the new position. Chris seconded and motion passed.

SCPL EMPLOYEE RELIEF FUND

We review the employee COVID-19 relief fund on a quarterly basis. Jordan kept the plan the same as in the past allowing up to ten days off with pay. This would continue until the end of March. The Board suggested we follow CDC guidelines and allow up to five days off. Jordan already has a couple employees off and has told them ten days. He asked we allow this through January 31. The Board is OK with this. Chris made a motion to approve the SCPL Employee Relief Fund with the stipulation of changing ten days to five days and ending it after January 31. Katie seconded the motion and motion passed.

DESIGNATION OF NEWSPAPER FOR PUBLISHING

There is only one newspaper in Sullivan County so we will continue using them for publishing. Sarah made a motion to this. Chris seconded and motion passed.

ELECTION OF BOARD OF FINANCE OFFICERS

We need a President and Secretary for the Finance Committee. Chris made a motion to keep Terri as President and Katie as Secretary. Sarah seconded and motion passed.

INVESTMENT REPORT

Carol presented the investment report for 2021. Total interest earned was \$1,634.05. This was for all the accounts.

RAINY DAY FUND

We can transfer 15% to the Rainy-Day Fund. This percentage will continue through 2024. The amount we were able to transfer this year is \$244,859.10.

PLAC QUARTERLY REPORT

There were no PLAC cards sold this quarter.

HISTORY MUSEUM EVENT

The History Museum will be the location for "Dinner Under the Lights" on February 4. Alcohol will be served by Sully's restaurant. Forty people may attend the event. Tickets can be purchased

HISTORY MUSEUM EVENT (continued)

through the City. Petty Pit Stop will be catering. The Museum can hold 40 to 50 people. Chris made a motion to allow the alcohol to be served at the event. Aaron seconded and motion passed.

CHIMNEY REMOVAL QUOTE

We received a quote to remove the chimney on the Annex roof since bricks had fallen and damaged the neighbor's work truck. The quote is for \$2,474.00. Board members asked if it could be repaired. Chris checked it out and believes it can be repaired. Katie made a motion to find out the costs to repair the chimney instead of removing it. Sarah seconded and motion passed.

MISCELLANEOUS

Raymond Fleming will be able to repair the ceiling at Dugger starting February 21. He told Katesha it will take about a week to complete. Raymond suggested closing the library while he did the work. Jordan spoke with him about having the librarian there but still providing curbside service. Raymond thought this would work.

Katie got back with Jordan about the property at Merom. Evidently there are \$4,923 in judgments against the property. We will be using a closing agent to finalize the purchase. Katie will speak to Shirley Plowman about the judgements. The judgements will have to be subtracted from the \$8,000 we paid for the property, leaving her the balance.

ADJOURNMENT

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

Adj. @ 5:30pm

NEXT MEETING: February 9, 2022

cc: Katie Springer, Attorney at Law

Board Members
February 9, 2022

Terri Roberts, President

Susan Brooks, Board Member

Aaron Greve, Vice-President

Chris Gentry, Board Member

Jo Linda Lyttle, Treasurer

Sarah Hannon, Board Member

Katie Couch, Secretary