

July 13, 2022

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

The Sullivan County Public Library Board of Trustees held a regular meeting at 4:46pm.

**Library Board:** Terri Roberts, President; Aaron Greve, Vice-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 meeting to order at 4:46pm. Sarah seconded and motion passed.

### **CONSIDERATION OF MINUTES**

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

### **CLAIMS**

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

### **FRIENDS**

The Friends will be holding a book sale at the Rotary Corn Festival. Like last year, the sale will be in the Sullivan County History Museum. Supply of books has dwindled though the Library is weeding titles to add to their stock. They paid for the food for the final summer reading party on July 1. It was a success.

### **Back to School Activities**

The back to school Blitz is still happening. Boards members mentioned that it might be a good idea to hold the Blitz in January also. It was also mentioned that the Stuff the Bus event needs to be revived.

### **FEASIBILITY MASTER PLAN**

Jordan will send out another Doodle poll to see what days and times will work for a Zoom meeting with Zach Benedict. Jordan hopes to have something set up in late July or early August.

### **LIBRARY PERSONNEL POLICY UPDATE**

Several items were discussed. The nepotism section on page 5 line (a) was updated. The Library will remove the word "business" from 7b. Page 8 section 9d addresses appropriate attire for students. The Board suggested things like Library-provided T-shirts for student employees. Then the question was if they would be required to wear the special shirts or that would be another option. It was mentioned that the pages might like to have some input on the design of the shirt. All these items are tabled until next month so that all the policy changes can be approved at one time.

### **STAFFING UPDATES**

April Cox has met her 90-day employment mark and will receive a .50 per hour raise. Katie motioned to approve the raise and Susan seconded.

### **EMPLOYEE TUITION REIMBURSEMENT**

Katiesha Benson submitted a tuition reimbursement form. Jordan says it meets the criteria. Susan made a motion to approve the payment and Sarah seconded it.

### **INTERNET USE POLICY UPDATE**

There is a proposed change to the Internet Use Policy concerning entering personal information for patrons of the library. Jordan believes we should not do this due to liability reasons. Terri wondered about blind or handicapped patrons or those with a foreign language issue. The issue was tabled for future discussion.

### **JUVENILE PATRON BEHAVIOR POLICY**

Jordan proposes to change the Juvenile Patron Behavior Policy to include limited use of elevator and update language so that computer time may be limited to two 30-minute sessions. Sarah made a motion to approve these changes. Chris seconded and motion passed.

### **PATRON CODE OF CONDUCT POLICY**

Jordan proposed a no sleeping in the library update to the Patron Code of Conduct Policy. Susan motion to approve this. Katie seconded and motion passed.

### **PLACY QUARTERLY REPORT**

No cards were issued in this time.

### **MISCELLANEOUS**

- a) All members signed a resolution to replace the Accounting Manager.
- b) Petty cash wording change was approved by a motion from Susan. Katie seconded and motion passed.
- c) The attached budget timeline was proposed.
- d) Jordan proposed to update the main library hours year-round to become Monday-Thursday 9:00am-7:00pm, Friday 9:00am-6:00pm, and Saturday 9:00am-5:00pm. He stated that computer login and logoff usage, circulation stats, and foot traffic does not warrant being open past 7:00pm. The new hours would take effect after Labor Day if approved.

### **ADJOURNMENT**

Susan made a motion to adjourn. Sarah seconded and motion passed.  
Adj. @ 5:37 pm

NEXT MEETING: August 17, 2022 cc: Katie Springer, Attorney at Law

Board Members  
August 17, 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