

Wednesday, September 11, 2024

The Sullivan County Public Library Board of Trustees held a public hearing for the 2025 budget at the Sullivan County Public Library Annex at 4:00pm. There were no comments from the public.

The Board held an executive session at 4:15pm. The executive meeting adjourned at 4:45pm. The meeting was called to order at 4:45pm.

Library Board: Aaron Greve, President; Jo Linda Lyttle, Treasurer; Susan Brooks; Chris Gentry; Sarah Hannon

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

I. Approving and Signing the August Minutes

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

II. Approving and Signing the August Special Minutes

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

III. Approving and Signing the August Claim Sheet

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

IV. Public Input Period

No public comment at this time.

V. Old Business

a. Friends

The Friends of the Library will be holding their September book sale at the Sullivan County History Museum during the Friday and Saturday of the Corn Festival. SCPL also removed some shelving that was sold to an area business with the proceeds going to the Friends.

b. Jackson Street Property

Jordan stated that the property's sale is currently pending, but the board mentioned potentially revisiting it if the sale was not finalized.

VI. New Business

a. Hafer Timeline Proposal

Jack Faber at Hafer submitted an agreement outlining the renovation at the Farmersburg Public Library. Once approved, plans could be ready the week before Thanksgiving. Chris made a motion to approve. Sarah seconded and the motion passed.

b. Hymera Public Library – ILF Request

The executive director at the Indiana Library Federation had reached out to Jordan regarding being contacted by a representative from the Hymera Community Library. They are looking into various avenues for support. The board discussed the possibility of Hymera becoming a branch. Jordan agreed to reach out to a representative to reopen communication with them. The board also inquired about data on costs for another branch and taxing amounts from Jackson Township.

c. Personnel Policy Updates

Jordan provided updates to the library's Personnel Policies with language added about electronic timesheets. Susan made a motion to approve. Jo seconded and the motion passed.

d. Tech Protect Quote

Jordan discussed a new service from Unique, the collections agency that the library works with on late items. The service, called Tech Protect, goes through a similar process as other materials but is geared specifically towards mobile hotspots and other devices. Jordan presented a change to the Circulation Policy, raising the filing fee for billed items from \$10 to \$15 for mobile hotspots only. Jo made a motion to approve. Sarah seconded and the motion passed.

e. Library Attire Reimbursement

A staff member had asked about being reimbursed – partially or fully – for purchasing library attire through an online store. This was tabled for Jordan to review further.

f. Library Christmas Party

Jordan proposed having a library Christmas party on Friday, December 13. All branches would be closed to the public, with a morning in-service planned and then lunch and afternoon games to follow. Susan made a motion to approve. Chris seconded and the motion passed.

g. Miscellaneous

Jordan provided a guttering quote for the Annex – price of \$2,331.26 – that was recommended be done by an insurance risk assessor. Jo made a motion to approve. Susan seconded and the motion passed.

There were also two roofing quotes presented for the Farmersburg library. One from A&L Roofing that came with a 15-year warranty and was quoted at \$9,539.60. The other was from Guaranteed Roofing that came with a 50-year warranty and was quoted at \$20,249.32. After some discussion, Susan made a motion to approve the quote from A&L. Jo seconded and the motion passed.

Jordan also provided an update on the second floor of the history museum and how some of the heavier items were being moved to slow down its deterioration.

VII. Adjournment

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

Time: 5:32pm

NEXT MEETING: October 9, 2024

cc: Katie Springer, Attorney at Law

Board Members

October 9, 2024

Aaron Greve, President

Susan Brooks, Board Member

Terri Roberts, Vice-President

Chris Gentry, Board Member

Jo Linda Lytle, Treasurer

Sarah Hannon, Board Member

Katie Couch, Secretary