

Wednesday, December 27, 2023

The Sullivan County Public Library Board of Trustees held a regular meeting at the Sullivan County Public Library Annex at 9:00am. The meeting called to order at 9:03am. Susan made a motion to begin the meeting. Katie seconded and the motion passed.

Library Board: Aaron Greve, Vice-President; Katie Couch, Secretary; Susan Brooks; Sarah Hannon

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

I. Public Input Period

No public comment at this time.

II. Approving and Signing the Year End Claim Sheet

Jordan tabled this to the January meeting.

III. Old Business

a. 2024 Salary Resolution

The 2024 Salary Resolution was presented. Sarah made a motion to approve. Katie seconded and the motion passed.

b. 2024 Salary Classification

Jordan presented the 2024 Salary Classification with some changes to staff pay ranges. Susan made a motion to approve. Sarah seconded and the motion passed.

c. Tuition Reimbursement Request

Katiesha Benson submitted paperwork for tuition reimbursement based on current classes that she is taking. After some discussion, Katie made a motion to approve the tuition reimbursement. Sarah seconded and the motion passed.

d. Job Description Updates

Jordan presented the changes he made to the Technical Services Librarian, Youth Services Coordinator, and Library Clerk Assistant – Youth Services, so that they would better match current job roles. Susan made a motion to approve the changes. Sarah seconded and the motion passed.

e. 2024 Meeting Dates

Jordan read the new dates. February is the only month the meeting will change from the second week to the first since it is both Ash Wednesday and Valentine's Day. The December regular meeting will be on the 11th with the year-end meeting being one week later on the 18th. Katie made a motion to approve the meeting schedule. Susan seconded and the motion passed.

f. Past Perfect Museum Software Quote

The software presented would allow SCPL to create a database with the historical items at the museum. The standard pricing is \$2594 for one year and \$1245 the second year. All of the employees who will be using it are on board. Susan made a motion to approve the purchase. Sarah seconded and the motion passed.

IV. New Business

a. Long-Range Plan Update

Jordan presented the year-end report on the progress of the current Long-Range Plan. Based on current projects that are being planned or are already underway, SCPL is on track with the current plan. Sarah made a motion to approve the report. Susan seconded and the motion passed.

b. Computer Switch Quote

Jordan recommended that we table this item. The SCPL switches are old and need updating, however he thought that these could be eligible for E-Rate discounts. He wanted to talk to his rep before making any recommendations.

c. Insurance Review/Approval

SCPL was presented with two quotes: one from Springer, our current provider, and one from Burkhart out of Terre Haute. Jordan and Tammy have compared the coverages. Some coverages are higher with Springer and some are higher with Burkhart. Burkhart coverage limits for the building and contents are roughly \$10.5 million and Springer is \$11.5 million. The difference in cost for the insurance is approximately \$10,000, with Burkhart coming in at the lower cost. The board reviewed the information further. Katie makes a motion to switch insurance carriers, from Springer to Burkhart. Sarah seconded and the motion passed.

d. Appropriation Transfers

The item was tabled until the January meeting.

e. Year-End Salary Resolution

The item was tabled until the January meeting.

f. Miscellaneous

Jennifer Faulkner had requested use of three PTO days from the PTO Bank. Aaron approved it. Susan brought up the topic of a main library “branch” manager. Sarah asked if someone here might be capable, and Jordan said he would think about putting it on the agenda for next month.

V. Adjournment

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

Time: 10:04am

NEXT MEETING: January 10, 2024

cc: Katie Springer, Attorney at Law

Board Members

January 10, 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