

Wednesday, December 14, 2022

The Sullivan County Public Library Board of Trustees held an executive session at the Sullivan County History Museum at 4:00pm. The executive meeting adjourned at 5:00pm. The meeting is called to order at 5:00 p.m.

Library Board: 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

I. Executive Session

The Board held an executive session from 4:00-5:00pm.

II. Public Input Period

No public comment at this time.

III. Approving and Signing the November Minutes

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

IV. Approving and Signing the November Claim Sheet

Chris made a motion to approve. Katie seconded and motion passed.

V. Old Business

a. Friends

No new news.

b. Innovative Product Quotes

Jordan is exploring other companies. Innovative is offering a 10% discount that expires on the 15th of December. No action was taken on the product quotes.

VI. New Business

a. Director Evaluation

There was a vote to table it to the 28th. Kati made a motion to table the evaluation. Sarah seconded and motion passed.

b. Employee Review

Rachel Winner successfully completed her 90-day review, and Jordan recommended a \$0.50 per hour raise. Chris made a motion to accept the pay raise. Susan seconded and motion passed.

c. 2023 Salary Resolution

Some questions were raised and answered about salary adjustments for custodians and the accounting manager position. Jordan read the Resolution about the new pay periods for full-time employees and explains that now full-time and part-time employees will be paid two weeks behind, which is the same way the part-time employees have always been paid. Katie made a motion to accept the change and Sarah seconded and motion passed. Susan made a motion to approve a 7% salary increase for the Director. Chris seconded and motion passed.

d. 2023 Salary Classification

Jordan presented the 2023 Salary Classification along with how the changes are different from 2022. Katie made a motion to table the discussion until the end-of-year meeting. Chris seconded and motion passed.

e. Staff Longevity Pay

Katie makes a motion to give all employees a \$500 (net) bonus for the end of the year. Susan seconded and motion passed.

f. Library Personnel Policy Update

Jordan discussed the changes regarding the Library Personnel Policies, which included information on staff pay and insurance. Susan made a motion to approve all changes, pending the edit for HSA amount. Chris seconded and motion passed.

g. Retainer for Attorney

Chris made a motion to retain Katie Springer for her services. Sarah seconded and motion passed.

h. Election of Officers

Susan made a motion to keep all officers the same for 2023. Chris seconded and motion passed. The current officers are Terri Roberts, President; Aaron Greve, Vice President; Katie Couch, Secretary; and Jo Linda Lyttle, Treasurer.

i. 2023 Meeting Dates

Most of the meetings are scheduled for the second Wednesday of the month except for August the 16th and October 18 at the library Annex. All are currently set to begin at 4:00pm. Sarah made a motion to accept the schedule. Chris seconded and motion passed.

j. Long Range Plan

Jordan says he has been working on it considering the feasibility study and surveys. He will have more details by the January meeting.

k. Miscellaneous

The next meeting is scheduled for 10:00am on Wednesday, December 28, with an executive session to take place at 9:00am.

VII. Adjournment

Chris made a motion to approve. Katie seconded and motion passed.

Time: 6:00pm

NEXT MEETING: December 28, 2022

cc: Katie Springer, Attorney at Law

Board Members

January 11, 2023

Terri Roberts, President

Susan Brooks, Board Member

Aaron Greve, Vice-President

Chris Gentry, Board Member

Jo Linda Lytle, Treasurer

Sarah Hannon, Board Member

Katie Couch, Secretary