

March 9, 2022

The Sullivan County Public Library Board of Trustees held an executive meeting at the Sullivan County History Museum at 4:00 pm. The executive meeting adjourned at 4:30 pm.

Library Board: Terri Roberts, President; Aaron Greve, Vice-president; Jo Lyttle, Treasurer; Katie Couch, Secretary; Susan Brooks; Chris Gentry; Sarah Hannon

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

CALL TO ORDER

Sarah made a motion to call the regular meeting to order. Susan seconded and motion passed.

CONSIDERATION OF MINUTES

Chris made a motion to approve the February 9 minutes. Katie seconded and motion passed.

CLAIMS

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

FRIENDS

The Friends are holding their usual monthly book sales.

STAFFING UPDATES

April Cox will be starting on March 21 as Youth Services Coordinator. Staff are ready to welcome her aboard. Jordan plans on having two part-time positions in the Children's Department. Missy Holmes currently works as one of the part-time employees. She just had her 90-day review, and Jordan is very pleased with her work. He recommends giving her a raise of fifty-cents per hour, effective March 1. Aaron made a motion to approve the raise. Chris seconded and motion passed. Jordan is still tweaking the open position left for Assistant Director/Reference.

PEST CONTROL

We have bats in the rotunda again. Maintenance Tech Katiesha Benson called Indiana DNR and asked them who they would recommend to come in, evaluate where the bats are getting in, and take the appropriate steps to prevent them from getting in. They recommended Plunkett's Pest Control. Katiesha met with them. They recommend sealing off soffit trim board, installing a ridge guard on the roof ridge, sealing an area where a vent has A/C line go through, and installing two one-way bat doors that would allow the bats to get out but not back in. They would cover the dome with a small mesh to keep bats out until the dome is worked on by another company. Plunkett's quote is \$3,260.

The Board also discussed a quote Katiesha received from FSG Painters (Farm Service Group Painters). FSG worked on the courthouse at Terre Haute. This quote is for repairing the rotunda and painting all the windows and trim. FSG is the company Plunkett's Pest Control would work around. FSG would remove and replace the rotted rotunda, pressure wash and hand tool all areas for paint adhesion, prime and paint the rotunda. Cost to repair the rotunda would be \$23,420, replacing the gutters and trim \$52,500, and sealing and painting the windows \$31,400, for a total of \$107,000. Board members asked if this is something we need to do right away. Jordan said the gutters and trim work don't need done right now and the windows could wait. The Board decided to table this until next week. Susan made a motion to table the FSG quote. Aaron seconded and motion passed.

The Board will wait to see if Plunkett's Pest Control will take care of the bats. Susan made the motion to approve Plunkett's Pest Control quote of \$3,260. Chris seconded and motion passed.

JUVENILE PATRON BEHAVIOR POLICY

Jordan made two changes to the policy. In the last paragraph, Jordan added “Library staff are unable to offer patrons ride homes under any circumstances.” He added the words “When possible” to the last sentence. Sarah made a motion to approve the changes. Chris seconded and motion passed.

NEWSPAPER AD

Jordan has been talking to Terri about putting together a Book Madness bracket contest. The top bracket will receive a gift bag that includes Sullivan County Chamber of Commerce Gift Certificates, a Sullivan Daily Times subscription, and other prizes. Jordan would like to place a full-page color ad in the paper for the Book Madness contest where patrons can enter their favorite books in each bracket. Brackets must be submitted by noon on March 17. The cost of the ad is \$1,200. Susan made a motion to approve the ad. Sarah seconded and motion passed.

MISCELLANEOUS

Jordan is considering closing at 7:00pm instead of 8:00pm and making it year-round. He printed off some circulation statistics that would validate closing an hour earlier. We would probably still close at 6:00pm on Friday and be open normal Saturday hours from 9:00am to 5:00pm. The Board would be fine with that if he decided to change the hours now. Jordan said he is going to leave the hours the same for now.

Terri made a motion to waive the 90-day evaluation period for April, so we can get medical insurance started. Sarah seconded the motion and motion passed.

We are having a meeting next Wednesday to go over the Feasibility Study from MKM Architecture + Design.

ADJOURNMENT

Susan made a motion to adjourn. Sarah seconded and motion passed.
Adj. @ 5:05 pm

NEXT MEETING: March 16, 2022
cc: Katie Springer, Attorney at Law

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