

Wednesday, February 7, 2024

The Sullivan County Public Library Board of Trustees held an executive session at the Sullivan County Public Library Annex at 4:00pm. The executive session adjourned at 4:15pm. The meeting was called to order at 4:15pm. Chris made a motion to begin the meeting. Terri seconded and the motion passed.

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

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

**I. Approving and Signing the January Minutes**

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

**II. Approving and Signing the January Claim Sheet**

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

**III. Public Input Period**

A Merom resident attended to comment on a hole in the ceiling at the Merom library where some tiles were missing. Jordan said that it would be addressed.

**IV. Old Business**

**a. Friends**

The Friends are helping out with instituting a Dolly Parton Imagination Library in Sullivan County. Jordan and April Cox have been working on applying. Books will be mailed through the Friends' discounted postage rate. They would pay for half and the State of Indiana would pay for half. It is open for any child in Sullivan County from 0-5 years of age.

**V. New Business**

**a. Hafer Architects**

The final Hafer report was used to finalize the READI grant application, which was completed by Terri, Susan, and Jordan. Terri made a motion to approve the final report. Chris seconded and the motion passed.

**b. PERF Plans**

There was some discussion on PERF plans for a new employee. Any changes were tabled while waiting for new information.

**c. Non-Resident Fee**

The non-resident fee was calculated from the Indiana State Library's annual report. It is based on operating expenditures and patron base. The fee for 2024

was set at \$70.23. Katie made a motion to approve the final report. Susan seconded and the motion passed.

**d. Rainy Day Fund**

SCPL has enough in the operating fund to move 15% of the 2023 budget into the Rainy Day Fund in the amount of \$274,076.86. This will be the last year that the library can move 15% of the budget, and it will revert back to 10% next year. Katie made a motion to approve the transfer. Susan seconded and the motion passed.

**e. Designation of Newspapers for Publishing**

Susan made a motion to approve using the Sullivan Daily Times for publishing needs. Chris seconded and the motion passed.

**f. Solar Eclipse**

Jordan requested that we close the main library on Monday, April 8, for the solar eclipse. The branches will already be closed that day. He also requested that staff who will be working that day receive an additional PTO day. Katie made a motion to accept the closure and changes. Susan seconded and the motion passed.

**g. PLA 2024 Conference**

Jordan requested to attend the PLA Conference in Columbus, OH, from April 3-5. Susan made a motion to approve his attending. Chris seconded and the motion passed.

**h. Miscellaneous**

SCPL's current E-Rate contract is ending this year. Jordan presented the grid matrix that had been created by AdTec, SCPL's E-Rate consultant. After review, Terri made the motion to award the bid to Joink. Susan seconded and the motion passed.

Jordan proposed getting a new laptop and printer for the history museum. The board discussed purchasing an extra one for Jordan's work use. Each laptop, a Lenovo ThinkPad, was \$1,030.70, and the printer was \$989. Getting a monitor and dock for the museum would cost \$119 and \$152, respectively. Susan made a motion to approve the purchases. Chris seconded and the motion passed.

**VI. Adjournment**

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

Time: 4:51pm

NEXT MEETING: March 13, 2024

cc: Katie Springer, Attorney at Law

Board Members

March 13, 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