

May 11, 2022

The Sullivan County Public Library Board of Trustees held a meeting at the Sullivan County Public Library Annex at 4:00pm.

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

Library Staff: Jordan Orwig, Director; Carol J. Gaskins, Accounting Manager; Katiesha Benson, Maintenance Tech

CALL TO ORDER

Susan made a motion to call the regular meeting to order at 4:05pm. Aaron seconded and motion passed.

CONSIDERATION OF MINUTES

Susan made a motion to approve the April 13 minutes. Aaron seconded and motion passed.

CLAIMS

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

FRIENDS

Jordan talked to Becky Cole about having the annual Friends meeting in May. They normally plan for the Merom Chautauqua during this meeting. The Friends plan to pay for one of the Summer Reading programs – possibly the orb pool party that is planned for Friday, July 1. If the Sullivan City pool is open we will be provided free access after the orb pool party.

ROTUNDA/DOME REPAIRS

Jordan gave the Board a breakdown of the FSG quote for the rotunda and dome repairs, as well as painting all trim and gutters around the Library. Katiesha joined the meeting to explain what was priority and what wasn't and to answer any questions the Board had. Katiesha explained the dome was high priority to prevent any further deteriorations and prevent bats from entering again, especially since we have already taken steps to keep the bats out. Cost to repair the dome is \$23,420. This includes power washing the complete exterior of the Library, tear out bad metal on the rotunda and have new metal fabricated, primed and painting. The cost of the lift will be an extra \$10,000. The Board discussed pros and cons of having the other jobs done. These jobs include hand tool and sand all the windows, including priming and painting for a cost of \$31,400. The other job is to hand tool and scrape all trim and gutters around the whole Library, including priming and painting. This job would cost \$42,500. Katiesha said there is oxidation showing on the gutters. There has also been a leak down the wall of the Children's Department and it feels damp down there. Katiesha said there was a leak behind the gutters. Chris asked what the gutters are made from – metal or aluminum. He also said we should investigate the drains around the building before fixing gutters. Susan asked if we would save any money by doing all three jobs. Katiesha said probably not, since cost of materials is skyrocketing. Aaron said the dome needs done first. Chris made a motion to have the rotunda fixed, with a cost running between \$23,420 and \$40,000 which would include the cost of the lift. Chris also made the motion to hold off on the windows and gutter until we can figure out the moisture problems. Aaron seconded and motion passed. Katiesha said the job will probably be started on this fall. Someone asked if we could do a change order before having the rotunda worked on and if FSG would be able to do that. Katiesha said she would ask, but doubted so since they are so busy and have so much time allotted to each job.

FEASIBILITY MASTER PLAN

Jordan will send out another Doodle poll to see what days and times will work for a Zoom meeting with Zach Benedict. Jordan hopes to have something set up within the next two weeks.

WVCF ANNIVERSARY GRANT

SCPL has been nominated to receive a \$1,000 grant from the Wabash Valley Community Foundation in celebration of their 30th anniversary. Jordan thought we could utilize it for the Butterfly Garden. The Children's Department has a group of kids who work on the garden every fourth Saturday of the month. WVCF would like to set up a time to present the grant. The Board thought it would be nice if it coincided with the ribbon cutting for the new Lover's Lane pathway that will be held on Friday, May 27 at 3:30. Sarah said this would be good PR for WVCF and for us. Jordan will check with WVCF to see if they can present the check that afternoon. Summer Reading starts after May 27.

ACCOUNTING MANAGER JOB DESCRIPTION

Jordan edited the position to add HR duties such as assisting with administration of employee benefits and overseeing disciplinary actions in conjunction with the Director. They will also assume in-charge duties in the Director's absence. All IT technical support was removed since we have an IT employee now. Susan made a motion to approve the revised job description. Sarah seconded and motion passed.

MAINTENANCE TECH JOB DESCRIPTION

Jordan changed item #3. To be responsible for oversight and management of landscaping and yard work at all the Library properties and grounds including – but not limited to – mowing and weeding. Chris made a motion to approve the revised job description. Sarah seconded and motion passed.

LIBRARY PERSONNEL POLICY UPDATE

Jordan made some changes to the Library Operations policy. The first change is item b. under Emergency Closing. He added all employees shall be paid according to a full shift based on location (seven hours at main and six hours at branches). Extended time off pay for permanent part-time and part-time employees will be calculated based upon a typical week's schedule. Line c. is changed to "each situation will be decided by the Director". Assistant Director is removed from any place it appears in the document. Under Definition of Employee Status, item b. ii. area library substitutes receive four hours paid for New Year's Day, Thanksgiving and Christmas is removed. Under PTO, item b. Jordan added except in the event of an emergency at the end of the second paragraph. Under PTO, item d. Jordan marked out "a normal work day" and inserted "a full shift based on location". Under Other Leave, item c. Jordan marked out (1) after 10 holidays and added four new holidays – Martin Luther King Jr. Day, President's Day, Juneteenth, and Columbus Day. Jordan had noticed other libraries included these days as a paid holiday. Under item c. ii. Jordan crossed out "their normal work day" and added "a full shift based on location". Under item c. he added iii. Part-time employees will receive four hours paid for New Year's Day, Thanksgiving, and Christmas. Under Holidays, v. the word "their" was removed, and "its" was added. Susan suggested this be tabled until next month.

ADDITIONS TO ILS QUOTE

Innovative has a module called Sierra Success Bundle Upgrade Services. Jordan is interested in purchasing this to improve the ordering process. This bundle includes EDI electronic ordering, EDI electronic invoicing, quick click, inventory express, homebound, scheduler and program registration. We would also receive five hours online training for acquisitions and new modules.

ADDITIONS TO ILS QUOTE (continued)

The total cost is \$4,971. This includes \$1,000 for the online training. Sarah made a motion to purchase the module. Chris seconded and motion passed.

SECURITY QUOTE

We have had a couple incidents recently at Branch Libraries that have caused concern for the safety of the employees. Jordan had Katiesha check with Mulhaupt to see if they could install panic buttons at each location, preferably something they could wear. We received quotes from Mulhaupt for each location. Cost for Carlisle, Dugger, Farmersburg, Merom, and Shelburn is \$1,256.00 per location. This includes installing a new control panel, an LTE cellular communicator, a wireless mounted panic button and a wireless pendant panic button. Monthly monitoring will cost \$34.95. The quote for Sullivan is \$1,965.00. This includes installing a new control panel, two LCD keypads, an LTE cellular communicator, two wireless mounted panic button, and one wireless pendant panic button. Monthly monitoring will cost \$35.95. The quote for the Museum is \$425.00. This includes installing a wireless mounted panic button and a wireless pendant panic button. The Board agrees that steps need to be taken to keep employees and patrons safe. Chris made a motion to approve the quote. Susan seconded and motion passed.

IN-SERVICE DAY

Jordan would like to close Monday, June 13, for an in-service day. He plans to have Mary Ann Dudley come back for a refresher of CPR training. Katiesha Benson will have an interactive self-defense class and other items will be added. Susan made a motion to approve closing for the in-service day. Aaron seconded and motion passed.

MISCELLANEOUS

Jordan was contacted by the Indiana State Library to let him know we are out of compliance since he answered no to having our long-range plan up to date. Jordan will submit a waiver to the ISL. His plan is to update the long-range plan after Zach Benedict, MKM, goes over the feasibility study with all the Board members.

Caleb wants to order new monitors for the patron computers. The current ones are outdated and need replaced. Caleb got a quote from Red8 for Dell 22" LCD monitors. The monitors are \$153 each. Total cost is \$2,601. Susan made a motion to approve the quote. Chris seconded and motion passed.

We have a new Adult Services Librarian position who will have PERF coverage. To have PERF coverage for this position, an enlargement resolution is required. Susan made a motion to approve the PERF enlargement resolution. Chris seconded and motion passed. Carol will get the resolution faxed in tomorrow, so it will become effective June 1.

Jordan offered Joshua Collins the position of Adult Services Librarian. He declined the job offer.

Aaron said his wife Jeri has met three authors of children's book that live in our area. He thought it would be good for April to get in touch with the authors and possibly set something up.

ADJOURNMENT

Aaron made a motion to adjourn. Susan seconded and motion passed.

Adj. @ 5:27 pm

NEXT MEETING: June 8, 2022 cc: Katie Springer, Attorney at Law

Board Members
June 8, 2022

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