

Wednesday, December 13, 2023

The Sullivan County Public Library Board of Trustees held an executive session at the Sullivan County Public Library Annex at 4:00pm. The executive meeting adjourned at 5:00pm. The meeting was called to order at 5:06pm. Susan made a motion to begin the meeting. Sarah seconded and the motion passed.

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

Library Staff: Jordan Orwig, Director

I. Approving and Signing the November Minutes

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

II. Approving and Signing the December Special Minutes

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

III. Approving and Signing the November Claim Sheet

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

IV. Public Input Period

No public comment at this time.

V. Old Business

a. Friends

No updates at this time.

b. Hafer Architects

Jordan presented a summary of the meeting plus the prospective work suggested by the board. The inclusion of 3D renderings and plans was estimated to cost \$16,500. Hafer has guaranteed that this will all be done in time for submission to READI. Terri said our presentation should be minimal and impactful when the time comes. Sarah made a motion to accept Hafer's bid for additional work. Susan seconded and the motion passed.

VI. New Business

a. Director Evaluation

Terri presented the annual evaluation to Jordan. The board continues to approve the work Jordan does for the library.

b. Employee Reviews

Two employees have reached the end of the 90-day probationary period and Jordan shared that both are doing well. As a result, he would like to offer them both 75 cent/hour raises, effective the next pay period. Susan made a motion to approve. Sarah seconded and the motion passed.

c. Leave of Absence Request

Cheryl Goodman requested off for December 23. Aaron made the motion to approve the unpaid time off. Sarah seconded and the motion passed.

d. 2024 Salary Resolution

Jordan proposed a 4% raise for most staff, which was closely tied to the state growth quotient. The board also gave Jordan the same 4% raise. Based on the fact that some salaries are at or above the hourly rate range, Katie made a motion to table approval until the December year-end meeting. Sarah seconded and the motion passed.

e. 2024 Salary Classification

Based on the above, Susan made a motion to table this until the December year-end meeting. Aaron seconded and the motion passed.

f. Staff Bonuses

Jordan would like to give all staff a \$500 bonus, reflecting last year's proposal. This would be paid on December 15. Susan made a motion to approve this, with the understanding that employees will have a take home bonus of \$500. Jo seconded and the motion passed.

g. PTO Day

Jordan would like to give a PTO Day as a door prize at the staff Christmas party. Katie made a motion to approve this. Sarah seconded and the motion passed.

h. Tuition Reimbursement Request

Jordan tabled this to the December year-end meeting.

i. Library Policy Updates (4)

- i. Personnel changes included changing "Black Friday" to "Day After Thanksgiving," closing at 5:00 for the night before Thanksgiving, allowing probationary employees to earn PTO for holidays, and changing "will" to "may" on termination considerations. Aaron made the motion to approve. Susan seconded and the motion passed.

- ii. The library card policy will allow any Sullivan County resident with an ID card or license to get a library card. Sarah made the motion to approve. Katie seconded and the motion passed.
- iii. The juvenile policy will be amended to include vulnerable adults as a part of the policy. It will also reflect focusing on addressing behavior instead of age. Jo made the motion to approve. Sarah seconded and the motion passed.
- iv. The fax policy will be changed to a flat \$2 to send and \$1 to receive. Susan made the motion to approve. Katie seconded and the motion passed.

j. Job Description Updates (3)

Sarah made the motion to table until the December year-end meeting. Aaron seconded and the motion passed

k. Election of 2024 Board Officers

Katie made the motion to approve the following slate of officers: Aaron, president; Terri, vice-president; Katie, secretary; Jo, treasurer. Susan seconded and the motion passed.

l. 2024 Meeting Dates

Aaron made a motion to table until the December year-end meeting. Susan seconded and the motion passed.

m. Past Perfect Museum Software Quote

Katie made a motion to table until the December year-end meeting. Sarah seconded and the motion passed.

n. Miscellaneous

The year-end meeting is set for Wednesday, December 27. Jordan proposed moving the meeting to 9:00am. Katie made the motion to meet at 9:00am. Susan seconded and the motion passed.

VII. Adjournment

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

Time: 5:29pm

NEXT MEETING: December 27, 2023

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