

February 9, 2022

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

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

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

CALL TO ORDER

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

CONSIDERATION OF MINUTES

Sarah made a motion to approve the January 12 minutes. Aaron seconded and motion passed.

Sarah made a motion to approve the January 25 minutes. Aaron seconded and motion passed.

Jo made a motion to approve the February 2 minutes. Sarah seconded and motion passed.

CLAIMS

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

FRIENDS

The Friends are having a book sale February 12. Jordan will be meeting with Becky Cole, as liaison, sometime soon. The Friends will hold an annual meeting in May.

CHIMNEY REMOVAL QUOTE

Jeff Larimer, with Marrs Brothers Masonry, recommended removing the chimney instead of repairing it. He said we could have more issues down the road if we only repaired it. Jeff's quote was \$2,474.00. This includes removing the chimney down to the roof flashing and reinstalling the chimney cap. Sarah made a motion to approve the quote. Chris seconded and motion passed.

RESOLUTION TO CANCEL OUTSTANDING WARRANTS

Pursuant to IC 5-11-10.5, all checks outstanding and unpaid for a period of two years as of December 31 of each year are void. There is only one check that needs to be cancelled. It was originally written on September 25, 2019, from the Operating Fund in the amount of \$25.00. Chris made a motion to approve the cancellation. Susan seconded and motion passed.

NON-RESIDENT FEE

The non-resident fee for 2022 is \$60.97. This is the greater of \$25.00 or the library's operating fund expenditure per capita. Sarah made a motion to approve the non-resident fee. Susan seconded and motion passed.

STAFFING UPDATES

There are three job positions open at Sullivan. They are Adult Services Librarian, Library Clerk Assistant and Youth Services Coordinator. Yvonne is leaving and her last day as Library Clerk Assistant is Friday, February 18. She accepted a full-time position elsewhere.

Insurance is on hold until we have a more concrete employee status. Anthem keeps applications valid for 90 days.

STAFFING UPDATES (continued)

Lunches are hard to manage right now since we are short-staffed. The Board suggested we could close for lunch. Susan made a motion for Jordan to have discretion to close for lunch if there isn't enough coverage. Chris seconded and motion passed.

The Youth Services Coordinator position was discussed. Terri suggested we change the qualifications to say: LC5 - MLS; Bachelor or Associates Degree related to fields of library and/or education. Experience and aptitude in working with children and youth. The Board also recommended we change young people to teen's in bullet point three. At the bottom add "May need to complete 9 hours of library science credit within a 3-year period. Jordan plans to post the job description on the State Library's website and our Facebook page. Susan made a motion to approve the updated job description. Chris seconded and motion passed.

Chris is interested in changing the handbook policy so we can post job openings internally and externally at the same time. He believes we will get more applicants this way and reduce the timeline from interviewing to hiring. The Board will discuss this later in today's meeting.

The Assistant Director/Reference and Adult Services Librarian job descriptions were discussed. The Assistant Director/Reference is an exempt position and the Adult Services Librarian is non-exempt. Exempt means they are exempt from overtime pay and are usually in an administrative position. Jordan is interested in hiring an Adult Services Librarian and foregoing the Assistant Director/Reference. The Adult Services Librarian would be an LC5. Some of the Board members feel he should have an Assistant Director – someone to be in charge when Jordan's out of the office for an extended time. The Board talked about changing the Assistant Director/Reference to the same qualifications as the Youth Services Coordinator. A few Board members said they will help with the interviews. Katie made a motion to approve the job description for Assistant Director/Reference with a change to an LC5. This position would require a Bachelor's degree, but MLS would be preferred. Chris seconded and motion passed. Aaron noticed Jordan was hesitant about keeping the Assistant Director/Reference position and asked Jordan his thoughts about it. Jordan isn't sure what he wants the position to be. He would like more time to decide what direction he wants to go. The Board agreed to give him more time.

MISCELLANEOUS

We received a quote from Red8 for 34 computers with Windows 10 operating system. These will be used to replace all the patron computers system wide. The quote is \$31,624.76. Katie asked when we last purchased some. We purchased some staff computers in 2019, but patron computers hadn't been purchased since 2016. Caleb has been having a lot of issues with them. Chris made a motion to approve the quote. Katie seconded and motion passed.

During Staffing Updates, Chris suggested we post job positions internally and externally at the same time. He feels this would draw in more prospects immediately rather than waiting five days for internal posting. This would be especially helpful in those instances when no one internally is interested in the position. Jordan said all he needs to do is remove two lines from the personnel policies in the employee handbook. Chris made a motion to post job positions internally and externally at the same time. Susan seconded. Roll call was taken. Jo said yes, Sarah said yes, Terri said yes, Katie said no, and Aaron abstained. Motion passed.

MISCELLANEOUS (continued)

Jordan reached out to Rose-Hulman Institute of Technology to partner with engineering students who are looking for design projects throughout the community. Jordan suggested a couple options: to develop a plan and design for relocating the genealogy department to the history museum and creating floor plans for all our locations that would include paths of egress for exiting the buildings during an emergency. The Rose-Hulman professor in charge of the program will decide on final projects by the end of February.

ADJOURNMENT

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

Adj. @ 5:50 pm

NEXT MEETING: March 9, 2022

cc: Katie Springer, Attorney at Law

Board Members
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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