

June 8, 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; Katie Couch, Secretary; Susan Brooks

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

CALL TO ORDER

Susan made a motion to call the meeting to order at 4:10pm. Aaron seconded and motion passed.

CONSIDERATION OF MINUTES

Susan made a motion to approve the May 11 minutes. Katie seconded and motion passed.

CLAIMS

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

FRIENDS

The Friends had their annual meeting on May 26. They held a book sale for the Merom Chautauqua in the Merom Public Library. Sales totaled \$63.00. Attendance was down this year. They will be holding a book sale at the Rotary Corn Festival. Like last year, the sale will be in the SCPL Museum. The Friends paid for tickets to the Indianapolis Zoo as Summer Reading prizes. They are also going to pay for the food for the final party on July 1. The party will be held at the Sullivan Civic Center.

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 soon.

WVCF ANNIVERSARY GRANT

Patti Mayfield presented a \$1,000 WVCF Anniversary Grant to the SCPL Library Board and Library Director. A group picture was taken in front of the Butterfly Garden to send to the paper.

Jordan spoke with Katiasha Benson and Missy Holmes about how to use this grant for the Butterfly Garden. They decided to purchase a table that could be used by patrons and staff. They found one at treetopproducts.com for \$1,198. The table is hexagon shaped and seats six. It is made of recycled plastic and is maintenance free. Susan made a motion to purchase the table using the \$1,000 WVCF grant and the WVCF Endowment General Fund. Aaron seconded and motion passed.

LIBRARY PERSONNEL POLICY UPDATE

After discussion of adding MLK, Columbus Day, Juneteenth, and President's Day to the list of paid holidays, the Board decided against it. They feel we have enough paid holidays. A suggestion was made to use MLK and Columbus Day as in-service days. The Board did decide to approve all the other changes listed in last month's minutes. Katie made a motion to approve the changes. Susan seconded and motion passed.

LIBRARY BYLAWS

The Bylaws are typically reviewed every three years. Jordan would like to make a change to the Nepotism Article V. of the Bylaws. He would like to replace “The Library will not employ the spouse, child, parent, or sibling of the Director or these relatives of any member of the Board” with “The Library will always hire employees based on their experience, skills, and merit. If a family member of a Board member or current staff member is interested in a position with the Library, that person should apply through standard channels.” Katie made a motion to approve the change to the Bylaws. Aaron seconded and motion passed.

LIBRARY PERSONNEL POLICY UPDATE CONTINUED

We have had an incident with some employees wearing improper attire to work. Jordan is going to work with Jami on an update to our dress code and cell phone policy. Jordan hopes to have the updated version for the July meeting.

MISCELLANEOUS

Jordan has eight applicants lined up to interview for the Accounting Manager’s position. Susan will be helping with the interview process.

Jordan was approached by Danielle Elliot from Greggs and Reid about the possibility of providing payroll and accounting services. Payroll would run about \$230 per month and the accounting would run about \$2,170. Carol said there are too many variables involved that would require a lot of back and forth of information. The Board decided against checking into this further.

Susan asked about the possibility of renting out the Museum for events and/or meetings. Jordan will check with Katie Springer.

ADJOURNMENT

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

Adj. @ 5:05 pm

NEXT MEETING: July 13, 2022 cc: Katie Springer, Attorney at Law

Board Members
July 13, 2022

Terri Roberts, President

Susan Brooks, Board Member

Aaron Greve, Vice-President

Chris Gentry, Board Member

Jo Linda Lyttle, Treasurer

Sarah Hannon, Board Member

Katie Couch, Secretary