

Wednesday, January 10, 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 meeting adjourned at 4:30pm. The meeting was called to order at 4:36pm. Susan made a motion to begin the meeting. Sarah seconded and the motion passed.

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

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

I. Approving and Signing the December Minutes

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

II. Approving and Signing the Year-End Minutes

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

III. Approving and Signing the December Claim Sheet

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

IV. Approving and Signing the Year-End Claim Sheet

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

V. Public Input Period

No public comment at this time.

VI. Old Business

a. Friends

Jordan and April Cox, the Youth Services Coordinator, are looking to coordinate a Dolly Parton Imagination Library in Sullivan County. To handle the bulk mailing and other aspects, it would have to go through a 501c3. More information will come as the program develops.

b. Computer Switch Quote

No updates, but Jordan has a call scheduled with the SCPL E-Rate rep to discuss discounted rates for the equipment.

c. Resolution to Transfer Appropriations Between Major Funds

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

d. Year-End Salary Resolution

Chris made a motion to approve the salary resolution. Sarah seconded and the motion passed.

VII. New Business

a. Election of Board of Finance Officers

Katie made a motion to elect Susan and Jo as the board of finance officers, President and Secretary, respectively. Sarah seconded and the motion passed.

b. Board of Finance Meeting/Investment Report

Chris made a motion to call the finance meeting to order at 4:47pm. Katie seconded and the motion passed. Jordan read the finance report and discussed investments in the Library Improvement Reserve Fund. He also discussed the implementation of electronic payments and presented a resolution to create a new depositor account at Fifth Third bank. Sarah made a motion to approve the resolution. Chris seconded and the motion passed. Sarah made a motion to adjourn the board of finance meeting at 4:53pm. Terri seconded and the motion passed.

c. PLAC Quarterly Report

Katie signed the report as a board officer. None were sold this quarter.

d. Job Description Update

Jordan presented updates to the Area Library Supervisor job description. Susan made a motion to approve. Jo seconded and the motion passed.

e. Miscellaneous

There was an update to the 2024 Salary Resolution to accurately reflect an employee's current rate of pay. Sarah made a motion to approve. Katie seconded and the motion passed. Some discussion took place regarding current goings on at the various branches, including attendance and furniture. Jordan also discussed upcoming job postings.

VIII. Adjournment

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

Time: 5:00pm

NEXT MEETING: February 7, 2024

cc: Katie Springer, Attorney at Law

Board Members

February 7, 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