

October 19, 2022

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 4:37pm.

Library Board: Terri Roberts, President; Katie Couch, Secretary; Jo Linda Lyttle, Secretary; Susan Brooks; Chris Gentry; Sarah Hannon

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

Call to Order:

Called to order at 4:37pm. Susan made a motion to call the meeting to order. Chris seconded and motion passed.

I. Public Input Period

No public comment at this time.

II. Approving and Signing the September Minutes

Katie made a motion. Susan seconded and motion passed.

III. Approving and Signing the September Claim Sheet

Jo made a motion. Chris seconded and motion passed.

IV. Old Business

a. Friends

Nothing new at this time.

b. Feasibility Master Plan

The meeting with board and staff will be at 5:30pm Monday, October 24. The full public meeting will take place at 6:00pm November 3, at the Sullivan Civic Center.

V. New Business

a. 2023 Budget Adoption

Chris made a motion to adopt the budget. Susan seconded and motion passed. All present board members signed.

b. Tuition Reimbursement

Katiesha Benson finished her first round of classes and has met all requirements for reimbursement. Jordan recommends approving the \$1000 that she requested. Susan made a motion to approve the funds. Katie seconded and motion passed.

c. Employee Review

Jennifer Lee and Tammy Secret each have had their 90-day performance review and Jordan recommends a \$0.50 per hour raise for each one. The board approves Jennifer's raise be retroactive to October 1. Chris made a motion to approve. Katie seconds and motion passed. Tammy's raise will begin on November 1. Susan made a motion to approve. Chris seconded and motion passed with Terri abstaining.

d. Christmas Light Quote

The new quote is from a company we have not used before. The lights last year were okay, but not great: they went up late, they came down late, and there was potential sidewalk damage. The quote for the roofline and dome is \$4166. The windows are an additional \$2047. The bushes and tree trunk would cost \$1000 with additional equipment of \$550. Katiesha called the company during the meeting, and they said lights are leased. SCPL is not purchasing any lights. The company will only use its own lights. The additional equipment is what they need to hang the lights. They will use a lift but are insured and any damage would be repaired. Katie made a motion to do the roof line and dome with extra equipment only this year for now. Jo seconded and motion passed.

e. Furniture Quote

The children's department has requested two chairs like the ones purchased for upstairs at a cost of \$2304. These are for adults to use. The board suggested looking for other more economical chairs. Jordan said they will begin to look at other options, including starting to consider what the Farmersburg branch might need in any future improvements.

f. Security Addition Quote

Mulhaupts had previously installed panic buttons, silent alarms, and pendant alarms for staff. Now that they are in place, potentially more equipment is needed to expand coverage. This quote would be for the main library and would include eight more units and one wireless repeater for \$1750. Susan made a motion to purchase the equipment. Chris seconded and motion passed.

g. PLAC Quarterly Report

No PLAC were sold this quarter.

h. Miscellaneous

The library vehicle, a 1995 Ford Ranger, has recently been in the shop multiple times. Jordan is investigating a replacement like something like a 2005 Dodge Dakota he has found for \$8000. He said it would be best if the next vehicle had 4-wheel drive for branch runs. The board wants to set a dollar amount at \$20,000 that can be spent without going out for bid. The current truck could be traded in or given to the Friends so they can sell it. This would be one option for selling it. Chris made a motion to approve allowing the purchase not to exceed \$20,000. Katie seconded and motion passed.

VII. Adjournment

Time 5:23pm

Chris made a motion to adjourn. Jo Linda seconded and motion passed.

NEXT MEETING: November 9, 2022

cc: Katie Springer, Attorney at Law

Board Members

November 9, 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