

Wednesday, June 12, 2024

The Sullivan County Public Library Board of Trustees held a regular meeting at the Sullivan County Public Library Annex at 4:00pm. The meeting was called to order at 4:03pm. Sarah made a motion to begin the meeting. Katie seconded and the motion passed.

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

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

I. Approving and Signing the May Minutes

Susan made a motion to amend the minutes to correct a motion discrepancy. Sarah seconded and the motion passed.

II. Approving and Signing the May Claim Sheet

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

III. Public Input Period

No public comment at this time.

IV. Old Business

a. Friends

The Friends of the Sullivan County Public held a book sale at the Merom Public Library for the Chautauqua. Early reports indicate that the sale went well, and the Friends will begin preparation for their next large book sale that will take place during the Corn Festival.

b. PERF Plans

A resolution was presented to adopt the PERF My Choice Plan for retired employees – in this case Deb Snapp, the Merom Area Library Supervisor – at the employer contribution rate of 14.2%, which matches the current amount for Hybrid Plan employees. SCPL is also able to credit time of service to be retroactive to the employee's date of hire. Sarah made a motion to approve the resolution. Susan seconded and the motion passed with all board members signing the resolution.

V. New Business

a. Fifth Third Bank Positive Pay

Jordan described the process of approving checks daily as they are presented to the bank. There is no added charge for the service. Katie made a motion to approve. Jo seconded and the motion passed.

b. Deed of Gift

Jordan presented an update to the Deed of Gift utilized at the Sullivan County History Museum that touched upon items left unclaimed. Updated language included the provision that, if an item was not accepted by the Museum Consideration Committee yet was not reclaimed after a period of 30 days, the item/items would be forfeited to SCPL. Jo made a motion to approve. Katie seconded and the motion passed.

c. AVC Technology Time Clock Quote

Jordan proposed that the library adopt the automated time clock program offered by AVC, providing an overview of how it will work. Susan made a motion to approve. Sarah seconded and the motion passed.

d. Miscellaneous

April Cox requested tuition reimbursement for IUPUI course work for certification as the Youth Services Librarian. Jordan asked for the board to approve payment. Jo made a motion to approve. Susan seconded and the motion passed.

Jordan presented a quote from Sycamore Engineering to replace a leaky pipe at the history museum for a total of \$2986. Katie made a motion to approve. Jo seconded and the motion passed

Jordan confirmed that the board was still interested in receiving the Museum Audit Report for expenditures.

Jordan provided a report that Tammy and Jami Trimble, the Circulation Librarian, worked up that showed a different way to review monthly circulation numbers.

Jordan informed the board that the house to the east of the library's greenspace may be coming up for sale. The board gave Jordan permission to approach the sellers and discuss their plans.

VI. Adjournment

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

Time: 4:49pm

NEXT MEETING: July 18, 2024

cc: Katie Springer, Attorney at Law

Board Members

July 18, 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