

**MINUTES****LAMAR COUNTY LIBRARY SYSTEM  
ADMINISTRATIVE BOARD OF TRUSTEES****BOARD MEETING**

**Date:** July 19, 2022  
**Time:** 1:30 p.m.  
**Location:** Lamar County Board of Supervisors Meeting Room

Meeting was brought to order by Peggy Moore at 1:30 p.m. Trustees in attendance were Peggy Moore, Jane Simm, Kent Hudson, Carol Ann Freeman, and Barbara Hahn.

Also in attendance was Interim Director Bridget Reeves and legal advisor Chris Townsend.

**1.0 Set Agenda**

Motion to approve agenda: Carol Ann Freeman; 2nd by Barbara Hahn. All approved.

**2.0 Approval of Minutes**

Motion to approve minutes for June 22, 2022: Barbara Hahn; 2nd by Jane Simms. All approved.

**3.0 Comments from the Public**

All 4 Managers were in attendance: Sherri McSorley, Katherine Frisch, Brianna Williams, and Bridgette Broom

Katherine Frisch asked for an update on the Teen Card Policy. The Board told her they were continuing to discuss this and that they would address it at a later time.

Bridgette Broom asked for an update on the Dress Code Policy. The Board told her that they had approved the update to allow shorts for outdoor activities and the mail run. They indicated that there would be no further discussion of the dress code at this time.

**4.0 Financial Reports****4.1 Presentation of Audit FY2020/21 by Leanne Cross**

- The Auditor, Leanne Cross, distributed 2 packets which comprised the audit findings. They included the Lamar County Library System Financial Statements and CRI Required Communications. There was a discussion of the findings of the audit. She explained that the audit was completed within the guidelines set forth for her by MLC and the federal government. The audit found that we still had improvements that could be made to our financial processes but that there showed no major issues of concern. Additionally, she recommended that we plan for a major inventory of our collection and our physical materials.

#### 4.2 Presentation of proposed budget FY 2023

- Bridget Reeves explained that she and Peggy Moore had attended a meeting the County Administrator Jody Waits to present him with the Budget Proposal for FY 2023. He accepted this proposal and was going to present it to the Board of Supervisors for final approval. The new budget would include a 3% raise for all employees.

#### 4.3 Transaction Listing June 1, 2022 – July 15, 2022

- In reviewing the transactions, Peggy Moore asked about Service Master and their cleaning of the library buildings. She polled the managers to hear their opinions of the services they received. Sherri McSorley reported that she was happy with the services at Lumberton. Katherine Frisch reported that she was happy with the services at Oak Grove. Brianna Williams reported that she felt they could do more at Purvis and that she didn't really understand what we were paying them to do. Bridgette Broom reported that she was still having issues with her cleaning services. She relayed an incident from several months ago involving the relocation of the keys to her staff bathroom and the cleaning person not knowing or asking where they were for several weeks during which time, he had no access to his supplies. Bridget Reeves pointed out that there has been no communication between the library system and the representatives of Service Master suggesting that they might not be aware of the issues. She suggested that our representative for Service Master be contacted directly. Peggy Moore asked Bridget Reeves for the contact information so that she could open a line of communication with Service Master.
- Also, as part of the review, Carol Ann asked about payments to CONCERN. CONCERN is the mental health service provided by the library to the staff. The service costs the library system \$50 per month and provides free mental health care to anyone within the staff member's household. Bridget Reeves informed the Board that upon recent review of the statistics, this service has not been used by anyone in several months. It was recommended that in light of the increase of new employees, we promote this service to our staff and then in revisit the usage in 6 months.

#### 4.4 Budget vs. Actual Report

- Bridget Reeves reported that we are still on target for our funding usage for the year. We are waiting for payment from MLC for the last grant.

Motion to approve financial reports as presented: Jane Simms; 2nd by Barbara Hahn.  
All approved.

#### 5.0 Incident Reports

Nothing at this time

#### 6.0 Deletion List

Nothing at this time; Burton is scheduled to come remove more computers next week. Bridget Reeves explained that the previous removal of items had filled the van and that we still have multiple computers to be removed. These items will be made inoperable by the staff at BCR and then sent to a recycler.

**7.0 Technical Services****7.1** Permission to order replacement computer for HQ staff member

- A quote was presented and approved by the board to purchase a new computer for the HQ staff member, Chris Bass. His computer has been having issues and was due for replacement in 2020.
- Motion to approve purchase: Jane Simms; 2nd by Barbara Hahn. All approved.

**7.2** Facebook – combination of 5 accounts into 1 LCLS account.

- Bridget Reeves explained that part of the \$18,000 grant that Diane Ross wrote for the new website included a consolidation of our Facebook pages into a single, Lamar County Library page. As such, we are obligated to fulfill the terms of the grant to retain the funding. At this time, it does not seem that we will be able to combine the individual Facebook pages but will instead simply stop using the branch pages and move to the system page. The enclosed letter to the staff was discussed. Peggy Moore explained that she agrees that the library system needs to create a uniform digital presence and that this was going to be accomplished with the new Facebook page. There were concerns expressed by the managers about their ability to post online. Bridget Reeves explained that they would all still have the ability to post to online and that further guideline would be forthcoming.

**8.0 Personnel Matters****8.1 Staff “Request for Time Off” form**

- Peggy Moore requested a paper form to be created for staff to use to request time off. The form was presented for approval. Bridget Reeves will send it out to staff to begin using on August 1.

**8.2 Progress in filling open Library Associate Positions**

- The job listings for the Purvis library associate position have been posted, Brianna has done several interviews and have several others scheduled for this week.

**8.3 Manager’s Training** will be Friday, July 29 at 1:30 p.m. at the Headquarters Conference room. It will be led by Shellie Zeigler from MLC and attended by the 4 branch managers.

Motion to approve personal matters as presented: Jane Simms; 2nd by Barbara Hahn. All approved.

**9.0 Discussion / New Business****9.1 Presentation of Annual Accreditation Report**

- Bridget Reeves presented a copy of the Annual Accreditation Report to each of the Board members. This report is used to secure our PIG-P grant funding each year. It was noted that there are several areas where we as a system and a Board could improve to increase our score.

**9.2 Request for Notary**

- Emilee Norris has requested to be enrolled as a notary for the Oak Grove library. Bridget Reeves explained that with Tori Jones moving to the Lumberton branch, we no longer have a notary at the Oak Grove branch.

This service is highly sought after at all our branches. The board agreed to let Emilee get certified to be a Notary. Additionally, Bridget Reeves will look for staff members at other branches who are interested in this training as well.

### **9.3 Water line at Oak Grove**

- Bridget Reeves reported that the county has received word that the new water line in Oak Grove that runs parallel to Old Hwy 11 is being replaced. This is going to cause construction in the parking lot of the Oak Grove library. On July 25, the water company will be closing the parking lot to cut a trench through the lot and then repair the gap. As such, the library will be inaccessible. We have opted to close the Oak Grove Library on July 25 instead of July 29. Friday, July 29, is our normal staff development and cleaning day.

### **9.4 Teen Card**

- Jane Simm asked to continue the discussion about the Teen Card now that all planned matters had been addressed. Bridget Reeves explained that there was already an option in our handbook and on our website for a “limited use” card for 16-17-year-old youth. Several Board members expressed concern over youth members having access to library materials without parental knowledge. The managers were asked their opinions on the matter. While some were concerned over computer access and “stranger danger,” others expressed concerns that we were limiting library access to youth who needed assistance. The board asked the managers work together to write up a clear explanation of what “limited use” meant and to present it to them for approval.

### **10.0 Executive Session**

Motion to move into Executive Session to discuss sensitive matters: Peggy Moore; 2nd by Barbara Hahn. All approved.

With there being no more business, a motion was made by Peggy Moore at 2:45 p.m. to adjourn the meeting; 2<sup>nd</sup> by Barbara Hahn. All approved.

**Next meeting date: September 20, 2022**