

AGENDA

LAMAR COUNTY LIBRARY SYSTEM ADMINISTRATIVE BOARD OF TRUSTEES

BOARD MEETING

Date: September 20, 2022
Time: 1:30 p.m.
Location: Lamar County Board of Supervisors Meeting Room

Meeting was brought to order by Peggy Moore at 1:35 p.m. Trustees in attendance were Peggy Moore, Jane Simm, Carol Ann Freeman, and Barbara Hahn. Also, in attendance were: Interim Director Bridget Reeves, legal advisor Chris Townsend, and incoming Board member Jenny Thames.

Audience attendance included the 4 managers, Sherri McSorley, Katherine Frisch, Brianna Williams, and Bridgette Broom.

1.0 **Set Agenda**

Motion to approve agenda: Barbara Hahn; 2nd by Jane Simm. All approved? Yes

2.0 **Approval of Minutes**

Motion to approve minutes for July 19, 2022: Carol Ann Freeman; 2nd by Barbara Hahn. All approved? Yes

Motion to approve minutes for July 19, 2022, Executive Session Meeting: Carol Ann Freeman; 2nd by Barbara Hahn. All approved? Yes

Motion to approve minutes for September 13, 2022, Executive Session Emergency Board Meeting: Carol Ann Freeman; 2nd by Barbara Hahn. All approved? Yes

3.0 **Comments from the Public**

3.1 There were no comments from the public.

3.2 There was a discussion between Peggy Moore and the managers concerning the Halloween shirts that had been ordered. Everyone is looking forward to the new shirts.

4.0 **Board Business**

4.1 **Board Member change**

- Introduction of new District 5 Sumrall Trustee Jenny Thames - start date October 1, 2022
- Honor and recognition of outgoing District 5 Sumrall Trustee Jane Simm – end date September 30, 2022

5.0 **Financial Reports**

5.1 Update on FY 2023 budget – we have received a flat budget from last year with no increase from the County. But Bridget Reeves was able to make changes to several categories to insure that the staff received their 3% Cost of Living Increase as promised.

5.2 Transaction Listing July 16, 2022 – September 19, 2022

5.3 Budget vs. Actual Report

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

5.4 Amazon Business Line of Credit

- The use of a line of credit through Synchrony bank is being discontinued. This will inhibit our ability to use Amazon for programming and branch supplies. We will be using Walmart, Office Depot, and other sources in the meantime.

6.0 Incident Reports

- Lumberton employee hit by falling sign in building. See attached incident report.

7.0 Deletion List

- Burton Computer Resources removed obsolete computers. See attached.

Motion to approve deletion list.: Carol Ann Freeman; 2nd by Barbara Hahn. All approved? Yes

8.0 Technical Services

8.1 Update on consolidation of Facebook accounts

8.2 Update on Security Camera upgrades by Security Blanket

9.0 Personnel Matters

9.1 Progress in filling open Library Directory Position

- Susan Delmas was hired for the Position of Library Director. She started on September 1 and resigned on September 9.
- The board is continuing the process to hire a Library Director

9.2 Progress in filling open Library Associate Positions

- The 2 full-time positions at the Purvis library have been filled. Cora Panning and Joanna Ingram started August 16.

9.3 Update on Notary

- Paperwork has been submitted for Emilee Norris and Miranda Williamson

9.4 Interim Branch Manager status at Purvis

- Brianna Williams was promoted in January to Interim Branch Manager

Motion to make her position permanent and remove the Interim portion of her title.: Carol Ann Freeman; 2nd by Barbara Hahn. All approved? Yes

9.5 Discuss of correction of pay increases for new hires

- Hiring paperwork had wrong percentage increases
- See attachment for further information

There was a motion to table this discussion and move it to Executive Session for discussion: Carol Ann Freeman; 2nd by Barbara Hahn. All approved? Yes

10.0 Discussion / New Business

10.1 E-Rate Seminars

- Presentation of information learned at the e-rate seminars at MLC

10.2 Mississippi Public Library Directors' Meeting at MLC

- Presentation of information learned at the PLD meeting at MLC

10.3 Summation of Summer Library Programs

- Evaluation of SLP turned in to MLC at end of summer – see attached
- SLP Feedback Survey as filled out by the staff – see attached

10.4 Staff Training

- Sending two staff members to the Mississippi Library Association Conference in Meridian in October
- PERS retirement training for staff scheduled for October

10.5 End of Year

- 2022 Public Library Annual Statistical Report due to MLC by December
- October 1 begins new fiscal year; end of year financials and statistics

10.6 Presentation of calendar of meetings for FY 2023

- This is the final meeting for the fiscal year for 2021-2022
- The new year begins October 1, 2022, the next meeting is in November

11.0 Executive Session

Motion to move into Executive Session to discuss sensitive matters: Carol Ann Freeman; 2nd by Barbara Hahn. All approved? Yes

Next meeting date: November 15, 2022