

AGENDA

LAMAR COUNTY LIBRARY SYSTEM ADMINISTRATIVE BOARD OF TRUSTEES

BOARD MEETING

Date: January 17, 2023
Time: 1:30 p.m.
Location: Lamar County Board of Supervisors Meeting Room

Meeting was brought to order by Peggy Moore at 1:32 p.m. Trustees in attendance were: Peggy Moore, Jenny Thames, Carol Ann Freeman, and Barbara Hahn. Kent Hudson arrived at 1:43
 Also in attendance were: Interim Director Bridget Reeves, MLC Consultant Shellie Zeigler, branch managers Brianna Williams, Katherine Frisch, Bridgette Broom, staff member Tori Jones, and patron Leanne Dreer.

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 November 15, 2022: Carol Ann Freeman; 2nd by Barbara Hahn. All approved.

3.0 **Comments from the Public**

Peggy Moore announced the hiring of our new director, Brianna Williams.

Leanna Dreer from Lumberton brought an issue before the board about a patron at our Lumberton branch. This patron has a very strong and offensive odor and she wanted to know if we had a policy that would allow us to remove him or ban him from the library. The managers, Bridget Reeves, and Shellie were all asked for input. While we have a policy that deals with disruptive patron, the consensus was that he should first be offered assistance to see if there is a reason for his condition before being asked to leave.

4.0 **Board Business**

4.1 **Board of Trustees training from MLC**

- The Board would like to issue an official Thank you to Shellie Zeigler for joining us this morning for our Library Board of Trustees training.

5.0 **Financial Reports**

5.1 **Transaction Listing** November 15, 2022 – January 13, 2023

5.2 **Budget vs. Actual Report**

Motion to approve financial reports as presented: Carol Ann Freeman; 2nd by Jenny Thames. All approved.

5.3 Pine Belt Foundation account closed, and \$619.85 reimbursement check received

5.4 Report on meeting with Kelly Heathcock and the proposed changes to Quickbooks

Motion to approve changes to Quickbooks subscription and the addition of the Timeclock feature: Jenny Thames; 2nd by Barbara Hahn. All approved.

5.5 Closing of Amazon Synchrony Line of Credit and opening of Amazon Business Account

5.6 Insurance Premiums: Effective January 2023, the Lamar County Library System's Health Insurance Plan premium responsibility for each employee will increase by \$25.00 each month. If we remain staffed at current levels and hire a new director soon, this will increase our insurance liability by about \$5700.00 or so in the upcoming year. This should be covered by the grants we receive but we are not yet sure to what extent.

6.0 Incident Reports

- None at this time

7.0 Deletion List

- No inventory deletions at this time
- As part of the review of the weeding process, it was discovered that in the past, the board reviewed and approved a weeding report. See attached Collection Weeding Report November 1, 2022 – December 31, 2022 for your approval.

Motion to approve attached list of items to be removed from the library collection.: Jenny Thames; 2nd by Barbara Hahn. All approved.

8.0 Technical Services

8.1 Facebook update

8.2 WiFi upgrade and management:

- Russell from MLC evaluated our wireless system and presented us with proposed upgrades needed for the branches. These are needed to convert to a new WiFi management company along with an upgrade to our WiFi switches and other components. See attached pricing.
- MLC will assist us in creating an order for bids through the E-Rate program

Motion to approve moving forward with process to upgrade system using E-Rate funds.: Carol Ann Freeman; 2nd by Barbara Hahn. All approved.

9.0 Policy / Procedure Discussion

9.1 Payroll Change

- In support of the change discussed in 10.1, the policy manual will need to be updated. Please see attached document to review.

It was explained to the board that these changes are not only new changes caused by the update to our payroll process, but also older changes that were not added to the manual in the past. The board had received these policy changes before the meeting to review.

Kent Hudson made a motion to approve all the changes simultaneous with a single vote. 2nd by Jenny Thames. All approved

~~Motion to approve change to Compensatory Time Leave (p.38) of the policy manual: _____; 2nd by _____. All approved?~~

~~Motion to approve change to Overtime (p.30) of the policy manual: _____; 2nd by _____. All approved?~~

~~Motion to approve change to Time Sheets (p.30-31) of the policy manual: _____; 2nd by _____. All approved?~~

~~Motion to approve change to Holidays (p.39-40) of the policy manual: _____; 2nd by _____. All approved?~~

~~Motion to add section Saturday Schedules (p. 30) to the policy manual: _____; 2nd by _____. All approved?~~

10.0 Personnel Matters

10.1 Payroll Change

- An emergency email vote was conducted the first week of December to change the payroll schedule from a bi-monthly pay schedule to a bi-weekly pay schedule. Peggy Moore conducted the vote and reported to us that it was approved.
- The staff moved to the new pay schedule starting January 1.
- See attached proposal that was submitted from Valerie Childers to the Trustees to support this change along with the results of the staff voting.

Just to be on the safe side, Barbara Hahn made a motion to recertify these changes, 2nd by Kent Hudson. All approved.

10.2 Status of hiring process for new director

11.0 Discussion / New Business

Peggy Moore gave an update to the managers and patron in attendance about the work being done by the Master Gardners at the Oak Grove branch. She encouraged them to have their Friends Groups reach out to this organization for collaboration on outdoor improvements to their branches.

With there being no more business, a motion was made by Carol Ann Freeman at 2:20 p.m. to adjourn the meeting; 2nd by Jenny Thames. All approved.

Next meeting date: March 21, 2023

Respectfully submitted by:

Brianna Williams, Director

Jenny Thames, Board Secretary