

AGENDA

LAMAR COUNTY LIBRARY SYSTEM ADMINISTRATIVE BOARD OF TRUSTEES

BOARD MEETING

Date: March 21, 2023
Time: 1:30
Location: Lamar County Board of Supervisors Meeting Room

Meeting was brought to order by Peggy Moore at 01:30 P.M.
Trustees in attendance were: Peggy Moore, Kent Hudson, Carol Ann Freeman, and Barbara Hahn. Also in attendance were: Director Brianna Williams and all branch managers.

1.0 Set Agenda / Call to Order (Action item)

Motion to adopt the agenda as presented: Carol Ann Freeman; 2nd Barbara Hahn. All approved.

2.0 Approval of Minutes

Motion to adopt the minutes from January 17th, 2023 as presented: Carol Ann Freeman; 2nd Barbara Hahn. All approved.

3.0 Comments from the Public

Bridgette Broome the Sumrall manager states that she is very happy with the choice in Director.

4.0 Reports

4.1 Financial Reports (Action Item)

4.1.1 Bank Reconciliation

i Presented to the Board

4.1.2 Financial Reports

i Presented to the Board

4.1.3 Claims for January

i Presented to the Board

4.1.4 Claims for February

i Presented to the Board

4.1.5 Budget vs. Actual

i Report was presented to the Board.

Motion to approve the financial reports as reported: Barbara Hahn; 2nd by Kent Hudson. All approved.

4.2 Director's Report –

4.2.1 Presented to the board.

4.3 Branch Reports

4.3.1 The following incidents were presented:

i Lumberton

- Patron has been sleeping in truck and plugging things into building. Police helped move the gentleman along.

ii Oak Grove

- An individual working at the tax office had an incident with ex-husband. We were subpoenaed for the video footage to verify whether the ex-husband did indeed pass by our building leaving the parking lot.

5.0 Deletion list (Action Item)

Motion to remove items from inventory: Carol Ann Freeman; 2nd Barbara Hahn. All approved

6.0 Technical Services

The Following tech services were presented:

6.1 Bridgette Broom's computer is having issue staying connected to the Wi-Fi. They can tell from the error reports that the part of her computer which connects to the Wi-Fi is going bad and needs to be replaced. The cost will be \$70.

6.2 My laptop is experiencing a full memory. Tim from Burton gave me a quote as well which is in the attachments.

6.3 We have purchased 10 new scanners to have for the inventory as well as replacing old or broken ones.

Motion to approve purchases: Carol Ann Freeman; 2nd Kent Hudson All approved.

6.0 Policy/ Procedure Discussions (Action Item)

Personnel Policy and Collection Development policy were presented to the board. Tabled until next board meeting in May. Will vote on policies May 16, 2023

7.0 Personnel Matters

7.1 Purvis Library Manager: Tori Jones will take over as manager for the Purvis Branch as of February 27th. On promotion to her new position, she also received a pay raise of \$2.67 an hour.

7.2 Purvis Library Associate: Cora Panning has reached the end of their 6-month probationary period and is eligible for their 12% raise.

7.3 Lumberton Library Associate: Sherri is currently interviewing applicants for her open position.

Motion to approve Tori and Cora Raise: Carol Ann Freeman; 2nd Barbara Hahn. All approved.

8.0 Discussion / New Business

8.1 Staff Surveys were presented to the board.

9.0 Adjourn

With there being no more business, a motion was made by: Carol Ann Freeman to adjourn the meeting; 2nd Barbara Hahn. All approved.

Next meeting date: May 16, 2023

Respectfully submitted by:

Brianna Williams, Director

Peggy Moore, Board President