

AGENDA

LAMAR COUNTY LIBRARY SYSTEM ADMINISTRATIVE BOARD OF TRUSTEES

BOARD MEETING

Date: May 16, 2023
Time: 1:30
Location: Lamar County Board of Supervisors Meeting Room

Meeting was brought to order by Carol Ann Freeman at 01:33 P.M. Trustees in attendance were: Peggy Moore, Kent Hudson, Carol Ann Freeman, Jenny Thames, and Barbara Hahn. Also in attendance were: Director Brianna Williams, Katherine Frisch, Sherri McSorley, Bridgette Broom, Tori Jones, Angela St. Romain, Emilee Norris

1.0 **Set Agenda / Call to Order (Action item)**

1.1 *Motion to adopt the agenda as presented: Barbara Hahn; 2nd Jenny Thames. All approved.*

2.0 **Approval of Minutes**

2.1 *Motion to adopt the minutes from March 21st, 2023, as presented: Carol Ann Freeman; 2nd Jenny Thames. All approved.*

3.0 **Comments from the Public**

4.0 **Reports**

5.0 **Financial Reports (Action Item)**

5.1 Leanne Cross from Car, Riggs, and Ingram, with Auditor's Report

5.1.1 *Payroll changes must be documented. There must be check and balances. The Director should be reviewing deposits and bank reconciliations after Valerie has completed them. There should also be documentation of these matters.*

5.2 Bank Reconciliation

5.2.1 *Presented to the Board*

5.3 Financial Reports

5.3.1 *Presented to the Board*

5.4 Claims for January

5.4.1 *Presented to the Board*

5.5 Claims for February

5.5.1 *Presented to the Board*

5.6 Budget vs. Actual

5.6.1 *Report was presented to the Board.*

5.7 *Motion to approve the financial reports as reported: Barbara Hahn; 2nd by Carol Ann Freeman. All approved.*

6.0 Director's Report –

6.1 *Presented to the board.*

6.2 *Outreach:*

- 6.2.1 *October – Books Boos and BBQ*
- 6.2.2 *MLC Databases*
- 6.2.3 *July 31st – Pop-Up Library Launches*
- 6.2.4 *Correctional Facilities Outreach*
- 6.2.5 *Daycare Outreach*
- 6.2.6 *Nursing Home Outreach*

6.3 *LSTA Grants*

- 6.3.1 *Sensory Kits*
- 6.3.2 *Microsoft 360*
- 6.3.3 *Pop-Up Library*
- 6.3.4 *Book Club books*

7.0 Branch Reports

8.0 Deletion list (Action Item)

8.1 *Motion to remove items from inventory: Kent Hudson; 2nd Barbara Hahn. All approved*

9.0 Technical Services

9.1 *Moved Bridget's computer to Director's office*

9.2 *Used Sumrall Computers to replace deteriorated computers elsewhere*

- 9.2.1 *D3HHMD2: New Purvis Patron computer*
- 9.2.2 *D3HJMD2: Replace Cora's computer at Purvis*
- 9.2.3 *D3FPMD2: Replace Lumberton sign in computer*
- 9.2.4 *D3HGMD2: Replace Sumrall sign in computer*
- 9.2.5 *D3FQMD2: New Assistant Director*

9.3 *Branches would like to remove some of their computers as they are not all being used.*

- 9.3.1 *Sumrall would like to go from 5 to 3 patron computers (one would go to Purvis and one to Lumberton)*
- 9.3.2 *Purvis would like to remove three YA computers and have Chromebooks set up only.*
- 9.3.3 *Lumberton would like to keep six in the main room and three in the YA room.*
- 9.3.4 *Oak Grove would like to keep all of theirs.*

9.4 *Motion to approve purchases: Carol Ann Freeman; 2nd Jenny Thames. All approved.*

10.0 Policy/ Procedure Discussions (Action Item)

- 10.1 *Personnel Policy and Collection Development policy were presented to the board.*
- 10.2 *Motion to approve the new personnel policy as presented: Kent Hudson; 2nd Carol Ann Freeman. All Approved.*
- 10.3 *Motion to approve the collection development policy as written: Kent Hudson; 2nd Barbara Hahn. All Approved.*

11.0 Personnel Matters

- 11.1 Tax Problem has been sorted.
 - 11.1.1 All employees who were married filing jointly had to mark one of the boxes on the W4 or use a table to figure out the appropriate amount to deduct.
- 11.2 Autumn was let go from Purvis after her probationary period.
- 11.3 New Employees or positions
 - 11.3.1 Lumberton Library Associate: Sam McKenzie
 - 11.3.2 Purvis Library Associate: Angela St. Romain
 - 11.3.3 Assistant Director: Katherine Frisch

12.0 Discussion / Old Business

- 12.1 *Cancel Service Master for Lum, Sum, and Purvis. Keep Oak Grove Only*
- 12.2 *Motion to cancel services: Carol Ann Freeman; 2nd Barbara Hahn. All Approved.*

13.0 Discussion / New Business

- 13.1 *Pop-up*
- 13.2 *Signs to point toward libraries*
 - 13.2.1 *Kent Hudson will speak to MDOT.*

14.0 Adjourn

- 15.0 *With there being no more business, a motion was made by: Carol Ann Freeman to adjourn the meeting; All approved.*

Next meeting date: July 18, 2023

Respectfully submitted by:

Brianna Williams, Director

Peggy Moore, Board President