



AGENDA

LAMAR COUNTY LIBRARY SYSTEM ADMINISTRATIVE BOARD OF TRUSTEES

BOARD MEETING MINUTES

Date: January 16, 2024
Time: 10:30AM
Location: Lamar County Board of Supervisors Meeting Room

Meeting was brought to order by Peggy Moore at 10:35 A.M. Trustees in attendance are: Peggy Moore, Carol Ann Freeman, Jenny Thames and Barbara Hahn. Also in attendance are Director Brianna Williams, Assistant Director, Katherine Frisch, Bridgette Broom and Emilee Norris

Set Agenda:

Motion to approve agenda Carol Ann Freeman 2nd Jenny Thames

Public Forum:

Consent Agenda:

Motion to set agenda

Motion: Carol Ann Freeman; 2nd Jenny Thames. All approved

Consent Agenda Items:

Motion to approve items (A through F)

Motion: Barbara Hahn; 2nd Carol Ann Freeman. All Approved.

A. Approval of the September 2023, Board Minutes

B. Personnel Matters

- a. New Hires, or staff who move into a new position, will be given an evaluation every month of their six month probationary period.
- b. Position change: Rachel will be moving to Purvis
- c. Resignation: Jennifer McMorrow
- d. New Hire: Sandra Broome

C. Finances

- a. Bank Reconciliation
- b. Financial Reports
- c. Budget vs. Actual

D. Inventory Matters

- a. Deletion List

E. Policy Matters

- a. We will be closed the Saturday immediately following or preceding a Holiday, without pay. (Monday or Friday holidays).
- b. All media interviews must be approved through the Director first, if they are going to be done inside of or are pertaining to library matters.
- c. Each branch will now have their own Facebooks to manage.

F. Budget Matters

- a. Purchases
 - Purchase of Kahoots for library programming

Business Matters/Discussion Agenda Items:

G. Additional Matters

- a. *Permission to send out collection letters for anyone owing more than \$100 for lost/missing materials.*

Motion: Carol Ann Freeman; 2nd Barbara Hahn. All approved.

- b. *Removal of couch in Lumberton. Sanitary issues and condition.*

Motion: Carol Ann Freeman; 2nd Jenny Thames. All approved.

H. Under Advisement

I. Adjourn

- a. *With their being no more business, motion to adjourn meeting:*

Motion: Jenny Thames; 2nd Carol Ann Freeman. All approved. 11:02 AM

b. Uhaul Rental

- Motion to approve rental of Uhaul to move furniture, Charlie Cart, and books, All approved.

Adjourn

With their being no more business, motion to adjourn meeting.

Motion Peggy Moore; 2nd Barbara Hahn. All approved.