

AGENDA

LAMAR COUNTY LIBRARY SYSTEM ADMINISTRATIVE BOARD OF TRUSTEES

BOARD MEETING

Date: July 18, 2023
Time: 1:30
Location: Lamar County Board of Supervisors Meeting Room

Meeting was brought to order by Peggy Moore at 01:32 P.M. Trustees in attendance were: Peggy Moore, Jenny Thames, Carol Ann Freeman, Brianna Williams, Chris Townsend, Tori Jones, Sherri McSorley, Kayle Sullivan, Emilee Norris, Katherine Frisch, and Valerie Childers.

1. **Set Agenda / Call to Order (Action item)**
 - a. *Motion to adopt the agenda as presented: Carol Ann; 2nd Jenny Thames. All approved.*

2. **Approval of Minutes**
 - a. *Motion to adopt the minutes from May 16th, 2023, as presented: Jenny Thames; 2nd Carol Ann Freeman. All approved.*

3. **Comments from the Public**

4. **Reports**

5. **Financial Reports (Action Item)**
 - a. Bank Reconciliation
 - i. *Presented to the board*
 - b. Financial Reports
 - i. *Presented to the Board*
 1. *Claims for May*
 2. *Claims for June*
 - c. Budget vs. Actual
 - i. *Report was presented to the Board.*
 - d. Notes:
 - i. *Toshiba issued us an invoice for \$12,000 for unpaid invoices, budget lines/accounts will need to be reallocated to cover spending costs; Book Orders will end in August to help with costs.*
 - e. *Motion to approve the financial reports as reported and rearrange budget lines: Jenny Thames; 2nd by Carol Ann Freeman. All approved.*

6. Director's Report –

Director's Report presented to the Board

7. Branch Reports

- a. *Incident Reports presented to the Board*
 - i. *Purvis*
 - ii. *Lumberton*

8. Deletion list (Action Item)

- a. *Motion to remove items from inventory: Peggy Moore; 2nd Carol Ann. All approved.*

9. Technical Services

- a. *We received two bids/quotes for the new server that we need. Burton and NextStep. NextStep had the lowest bid, so we would like to use them to purchase and install our new server. The purchase will be made with an LSTA grant, and remaining costs will come from our Technology budget.*
- b. *Motion to approve purchase: Jenny Thames; 2nd Carol Ann. All approved.*

10. Policy/ Procedure Discussions (Action Item)

- a. *Personnel Policy Edits:*
 - i. *P. 24 10.1.3.7 to say New Employees*
 - ii. *P. 48 16.3.3 change first day of leave from vacation to sick time*
 - iii. *P. 6 correct spelling of administration*
 - iv. *P. 18 Must work more than 20 hours to receive insurance*
- b. *Motion to approve personnel policy edits: Jenny Thames; 2nd Carol Ann. All approved.*

11. Personnel Matters

- a. *Katherine Frisch Assistant Director job offer and salary*
- b. *Emilee Norris Oak Grove Manager job offer and salary*
- c. *Change Chris Bass position to Outreach Librarian with an increase in pay*
- d. *Motion to approve personnel matters and changes in pay rate: Peggy Moore; 2nd Carol Ann. All Approved.*

12. Discussion / Old Business

13. Discussion / New Business

- a. *FY 2024 Budget*
- b. *Change our Technology Services from Burton to Mississippi Library Commission and NextStep.*
- c. *Permission to forgive fines and missing books from the Covid Period (March 2020-January 2021).*

- d. *Motion to approve New Business matters: Carol Ann; 2nd Peggy Moore. All Approved.*

14. Adjourn

- a. *With there being no more business, a motion was made by: Peggy Moore; 2nd Jenny Thames to adjourn the meeting and move into Executive Session. All Approved.*

15. Executive Session

- a. *Director's evaluation and 12% raise approval*
- b. *Review Budget Proposal for FY24*
- c. *Reviewed email from Tracy Carr*
- d. *Motion to approve Director's raise and FY24 budget: Carol Ann; 2nd Peggy Moore. All approved.*

Next meeting date: September 19, 2023

Respectfully submitted by:

Brianna Williams, Director