

LINCOLN PARISH LIBRARY BOARD OF CONTROL

Minutes of Meeting

April 20, 2022

The Lincoln Parish Library Board of Control Meeting was called to order at 4:00 pm by Dr. Augusta Clark, Library Board President. Board members present included Jan Canterbury, Dr. Augusta Clark, Mary Jo Cooper, Sandra Dupree, Richard Durrett, Diana Humphries, Bill Jones, Amy Miller and Charles Penuell.

Mr. Durett made the motion to approve the agenda as it was presented. Ms. Dupree seconded the motion. All yes, motion carried.

There were no public comments.

Mrs. Miller made a motion to approve the minutes of the March 16, 2021 meeting as presented. Mrs. Cooper seconded the motion. All yes, motion carried.

The Interim Library Director gave an update on behalf of the Recognition Committee to the Board. She reminded them that the event would take place on Saturday, May 21 at 11 am in the Library Event Center. She announced that formal invitations would be mailed out soon. She also announced that members of the committee would meet one more time the week of the event to finalize any further details for set up and so forth.

Mr. Jones updated the Board on the Event Center Committees findings. He gave a full report to each member in their packet. Mrs. Miller made a motion to approve the Committee to seek other methods of management for the Event Center. Mr. Penuell seconded the motion. All yes motion carried. Mr. Penuell made the motion to direct the Event Center Committee to present the same report to the Police Jury at their next meeting and to engage them in further conversations concerning the management of the facility moving forward. Mrs. Humphries seconded the motion. All yes. Motion carried. Mr. Jones made a motion that the Board encourages the Interim Library Director minimizes her time working in the Event Center. Ms. Dupree seconded the motion. All yes. Motion carried.

Mrs. Miller updated the Board on the current Director search. As of the date, there have been no applicants. There was a lot of discussion on if the Board should consider extending the advertising date. Ms. Dupree recommended sending the advertisement to the ALA for a broader search. There was discussion on where the money for that advertisement would come from in the budget. The Interim Library Director recommended that money be moved from programing to the print materials line to cover is in later budget amendments. She clarified that with the grant writing this year, programming could afford the offset of that cost. It was ultimately decided to leave the advertisement through the current deadline and come back and make a decision afterwards.

After consulting with the Parish Administrator on the timeline necessary for the Jury's approval, Mrs. Miller made the motion to table the discussion and action for approving the upcoming Board Member term renewals. Ms. Dupree seconded the motion. All yes. Motion carried.

The Interim Library Director presented the Board with the requested research concerning the Holiday Calendar dates in question from the previous meeting. A motion was made by Mr. Durrett to leave the Holiday Schedule and Closures as is. Mr. Bill Jones seconded the motion. All yes, motion carried.

There was a discussion surrounding the request from the Interim Library Director to move Board Meetings to 5 pm moving forward. She pointed out that many members of the public work and can't make a 4 o'clock meeting including the staff at the Library. Mr. Durrett made a motion to table the item until potential alternate date options could be obtained.

The Interim Director presented the Board with a list of requested staff adjustments including two positions that were vacant and needed to be filled. There was concern with filling one vacancy from last year since the year to date payroll figures showing the Library's budget was spot on for spending for that time frame. The Board consulted the Parish Treasurer who was present. It was determined that more information needed to be obtained. Mrs. Miller made the motion to approve filling the custodian position as it was a recent vacancy and the Board was sure the funding was in place for it. Mrs. Canterbury seconded the motion. All yes. Motion carried.

The Interim Director requested the Board consider adjusting the hours of operation for the library to be 9 am to 6 pm Monday through Saturday for the summer months. She stated that with both Universities at a much smaller capacity and the public schools being out there would be substantially less evening traffic between the hours of 6 pm and 8 pm if any. Mr. Jones made the motion to approve the change for the months of June and July. Ms. Dupree seconded the motion. Mrs. Miller was the only no vote. Motion carried.

There was no correspondence or communication to discuss.

The Interim Director presented the Board with the March financials and statistics for 2022. She informed the Board library visits were up to over 10,000. She also pointed out that the visits from the past month exceeded the July 2021 numbers by 83. She also pointed out that the March reference statistics were only 2 under the overall highest month in 2021 and that the wireless usage had exceeded the highest month in 2021 by 5. She reminded the Board of upcoming events through the remainder of the month as well as May.

With no further discussions, Mr. Durrett made a motion to adjourn the meeting. Mrs. Miller seconded the motion. All yes. Motion carried.