

LINCOLN PARISH LIBRARY BOARD OF CONTROL

Minutes of Meeting

November 17, 2022

The Lincoln Parish Library Board of Control Meeting was called to order at 5:00pm by Vice-Chair Jan Canterbury. Board members Mary Jo Cooper, Richard Durrett, Sandra Dupree, William (Bill) Jones, Diana Humphries, and Deborah Gilliam were present. Absent from the meeting were Eric McCulloch and Amy Miller.

Ms. Dupree made the motion to approve the agenda as presented. Mrs. Gilliam seconded the motion. All yes, motion carried.

There were no public comments.

Mr. Jones made the motion to approve the minutes for both the October 20, 2022 meeting. Mrs. Cooper seconded the motion. All yes. Motion carried.

Vice-Chair Canterbury turned the floor over to Director Bolom, who presented his request close the Library on Monday, December 5 and Tuesday, December 6, 2022 for conversion to and staff training on the new ILS system (Book Systems Gallery). He included a schedule of the training schedule for the two days in his packet, mentioning that staff not included in portions of training will shelve books, read shelves, and straighten sections in need of attention. Bolom noted that his was the recommended closure and training given by Book Systems. Mr. Jones made a motion to approve closure of the Library on Monday, December 5 and Tuesday, December 6, 2022 for conversion to and staff training on the new ILS system (Book Systems Gallery). Mrs. Cooper seconded the motion. No further discussion. All yes. Motion carried.

Director Bolom repeated last year's request by Interim Marcie Nelson to close the Library early at 6pm on Thursday, December 15, 2022 so that Library staff could attend the Police Jury Christmas Party. Mr. Bolom noted that since this is the second time for the request, he suggested its addition to the yearly closing schedule for the future. Mr. Durrett made a motion to approve the early closure, and Mrs. Humphries seconded the motion. No discussion. All yes. Motion carried.

Mr. Bolom presented the proposed 2023 budget for the Library. Most noted by Bolom was the overall increase of 2% to the total budget, which comes in at half a percent lower than the projection made for the current ten-year millage period. He highlighted increases in projected incomes for all three library business revenues of fines and lost book collections, event center revenue, and copy machine (printing) usage. He also noted that the marketing line and the printing and binding line are presented as now combined into one line named "marketing/advertising." The amount for the combined line would equal the combination of both lines from 2022 operations. Other than standard "salary and wages" increases, Bolom pointed out increases in "program expenses," "acquisitions of equipment," "memberships dues," and "travel and training." Reasons cited were that library continues to see a rise in interest and attendance in Library classes and events; some new equipment may be needed to accommodate the recent migration to Book Systems; and post-COVID training opportunities for staff are back in person

across the county. Mrs. Gilliam made a motion to accept the budget as presented and send it on to the Police Jury for adoption in December. Mr. Jones seconded the motion. . No further discussion. All yes. Motion carried.

The Events Center, Compensation Plan Committee, and Bylaws committees had nothing to report.

There was no correspondence or communication to discuss.

Director Bolom presented the Board with the financials and statistics for October 2022. He pointed out that October included large programming and outreach numbers due to the Library's Fall into a Book Festival and the Library's participation in four community Halloween/Fall Fest events.

In his report for professional activities, Director Bolom mentioned his day at the State Library of Louisiana's Administrators conference which focused on strategic planning. He also mentioned that he has been attending meetings of the Police Jury's Lincoln Parish Sesquicentennial Committee.

He further highlighted his work on getting ready for the migration to Book Systems in December. He also noted working on the Library's yearly magazine subscription renewals and meeting with Michael Sutton regarding the 2023 budget

So far during November, staffing has been in a bind due to an increase in staff and dependent flu illnesses. Available staff enjoyed their annual Thanksgiving Potluck Wednesday, November 16, 2022.

Bolom reported on four outreach events at community Halloween and/or fall festival events where over 5000 people were seen. The next major Library activities will be Light the Pines (December 1-3) , Pictures with Santa on Saturday, December 10, and the Christmas Parade on Saturday, December 17.

With no further discussions, Ms. Dupree made a motion to adjourn the meeting. Mrs. Humphries seconded the motion. All yes. Motion carried.

Meeting adjourned at 5:21pm.