

LINCOLN PARISH LIBRARY BOARD OF CONTROL

Minutes of Meeting

February 16, 2023

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

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

There were no public comments.

Mr. McCullough made the motion to approve the minutes for the January 19, 2023 meeting. Ms. Dupree seconded the motion. All yes. Motion carried.

Mr. Jones started discussion by wanting to clarify the director's duties about filling vacancies at the Library that are in the budget. Mr. Durrett said that the board is approving the job description and posting of the job; nothing more. Mr. Durrett made the motion to accept the job description of the Assistant Director and for the Director to post the job. The second came from Mrs. Cooper. All yes. Motion carried.

Mrs. Miller reported on the Thursday, February 9, 2023 meeting of the Compensation committee. She recommended to acceptance of the presented hiring policy for the Library. Ms. Dupree made the motion to accept the policy as presented, and Mrs. Humphries seconded. All yes. Motion carried. Mrs. Miller went on to report the committee's discussion about staff classification, especially in terms of a pay scale. During those discussions it was determined, due to the need for multiple adjustments to employee pay, that the pay scale and staff classifications would need to be adopted during the planning of the 2024 budget. Therefore, work is ongoing.

The Events Center Committee had nothing to report or discuss.

Chair Miller formally announced Member Diana Humphries resignation from the Board. She also presented Mrs. Humphries with several tokens of gratitude, including a certificate which read, "On this day, February 16, 2023, we honor & thank Diana Humphries for her dedication & service as a Library Board of Control Member for the past eighteen years. Her devotion & support have been of great service to the Library & the community of Lincoln Parish."

There was no correspondence or communication to discuss.

Director Bolom presented the Board with the first financial report of 2023 which included minimal activity. He addressed Mr. Durrett's previous question about the status of 2022 State Revenue Sharing funds. Bolom reported that Police Jury Treasurer, Laura Hart, told him that she was in the process of double checking all accounts prior to the audit and that she assumes that those funds were put in the

wrong year's budget. In response to Mr. Durrett's other question last month regarding the Events Center's utilities, Bolom provided a report of the last two years' bills to the board.

Director Bolom also presented January's statistics, which showed that numbers in most categories continue to increase.

In his report for professional activities, Director Bolom mentioned his attendance and work done for the Compensation committee and the Lincoln 150 committee. He attended the bi-monthly Trail Blazer meeting at Ouachita Parish Library. He also stated, on recommendation of several of his colleagues, that he joined the Society for Human Resource Management (SHRM) which provides newsletters, training, and other tools concerning human resource management.

Library technology went through several changes. The overdue installation of the Cloud 9 patron computer management solution from Envisionware was performed on January 20 by Parish IT. IT also upgraded all staff computers to Microsoft 365 at no cost and migrated the Library's email back to Outlook. Bolom also reminded Board Members that he aims to have new professional photographs of Library supervisors and board members performed at the time right before April's board meeting on Thursday, April 20, 2023.

Bolom reported that he and Marcie Nelson had interviewed candidates for the vacant parttime position in the Children's section. He will advertise the open parttime circulation position by following the newly adopted hiring policies.

Bolom reported on the annual LPL Readers Club Gala, along with recent and upcoming Black History Month programming. He acknowledged Bernetta Johnson and Dr. Liz White in helping the Library put together the large display of items that accompany the Library's BHM book display. He also passed out flyers for upcoming programs through the end of February. March upcoming programming mentioned included the Friend of the Library Community Garage Sale, a film discussion with Dr. Jim Kim, a lecture and book signing with Kimber Hanchey-Ogden, and a Celtic Music concert featuring Lady Chops and Amanda Roberts.

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

Meeting adjourned at 5:25 pm.