

LINCOLN PARISH LIBRARY BOARD OF CONTROL

Minutes of Meeting

July 20, 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, Sandra Dupree, Richard Durrett, Deborah Gilliam, Bill Jones, and Richard Pyles were present. Absent from the meeting was Eric McCulloch. Library Director, Jeremy Bolom was also in attendance.

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.

Ms. Dupree made the motion to approve the minutes for the June 15, 2023, meeting. Mrs. Canterbury seconded the motion. All yes. Motion carried.

Chair Miller turned the meeting over to Director Bolom, who presented the addition of a bullet point to the Events Center Policy regarding the collection of sales taxes by renters. "Groups and individuals who rent the Events Center space and charge admission fees or sell products or services are required to register with the Lincoln Parish Sales and Use Office (251-8621). A copy of the Sales and Use Tax Registration must be submitted with rental request form. Proof of tax exemption is required for fundraising events. For more information see [https://www.revenue.louisiana.gov/publications/20215\(9\\_11\)BR.pdf](https://www.revenue.louisiana.gov/publications/20215(9_11)BR.pdf)" This topic was brought up after last month's change to the policy to allow renters to sell tickets and/or items when the Events Center is rented. Mr. Durrett made a motion to add the proposed addition to the Events Center Policy as presented. Mrs. Cooper seconded the motion. All yes. Motion carried.

Director Bolom continued by presenting two sets of proposed increases in the rental prices for the Events Center along with a packet of comparative venues' prices. Bolom noted that the first set was one based on recommendations from the previous Events Center Coordinator, Marcie Nelson. He presented the second set on his own observations and the study of the rates at several venues around the parish. He gave no opinion on which set he recommended that the board adopt and was open to suggestions and further discussion. After some discussion among board members, Mr. Jones made a motion to defer the matter to the Events Center Committee for further study and consideration. Mr. Durrett seconded the motion. All yes. Motion carried.

Mrs. Miller, as chair of the compensation committee, noted that the committee will meet before Director Bolom starts to work on the 2024 budget in the fall. Bolom stated that he had completed a scale and requested a meeting of the committee before the next regular meeting. Mrs. Miller said she would get a date set within the next week. Chair of the Events Center Committee, Bill Jones, stated, along with the business set above for Committee, that he was ready to call another meeting of his committee to discuss the Center's operation. The By-Laws Committee did not have a report.

There was no correspondence and communication.

Director Bolom presented the Board with the financial report and statistics for June. He was pleased to report increases in circulation, patron visits, and overall library use.

In Bolom's Director's Report, he focused on staffing and staff functions. The children's department's vacancies for the manager and the second full-time employee were recently filled, with Sheila Montgomery taking the role as manager. Although he had not yet filled last month's newly created position of "Events Center Coordinator," he expressed the need to wait now that the Events Center Committee is meeting. After another round of concentrated training by Assistant Director, Jessica Barrilleaux, the merger between the R&RS and circulation departments is set to occur on Monday, August 7, which is also the date that regular Library hours resume. He highlighted Theresa Mason's 30<sup>th</sup> Anniversary as an employee of the Library, and he created a certificate of merit for her which Chair Miller signed.

With no further discussions, Ms. Dupree made a motion to adjourn the meeting. Mr. Jones seconded the motion. All yes. Motion carried. Meeting adjourned at 5:35pm.