

LINCOLN PARISH LIBRARY BOARD OF CONTROL

Minutes of Meeting

September 19, 2024

The Lincoln Parish Library Board of Control Meeting was called to order at 5:00pm by Chair Jan Canterbury. Board members Sandra Dupree, Bill Jones, Deborah Gilliam, and Richard Pyles were present. Absent from the meeting were Milton Melton, Amanda Norris, Eric McCulloch, and Mary Jo Cooper. Library Director Jeremy Bolom was also in attendance.

The invocation was given by Ms. Gilliam.

Mr. Pyles made the motion to approve the agenda as presented. Mr. Jones seconded the motion. All yes, motion carried.

There were no public comments.

Mr. Jones made the motion to approve the minutes for the August 15, 2024, meeting. Ms. Dupree seconded the motion. All yes. Motion carried.

Chair Canterbury explained the purpose of the Building and Grounds committee, which is to discuss improvements and repairs needed at the Library and Events Center. She then asked for volunteers to serve with her. Mr. Pyles, Mr. Jones, and Ms. Dupree all volunteered to serve. Ms. Canterbury asked Director Bolom to provide the committee members with a list of possible projects before they call a meeting.

Chair Canterbury called on Mr. Jones to speak on his plan to invite elected officials for personal Library tours. Mr. Jones outlined his idea for the ideal one-hour visit to the Library for each official, including a tour, a meeting with Board and Friends members and the Director, and information on Library statistics and services. With the blessing of the Board, he will begin scheduling such tours.

Chair Canterbury asked for discussion on the proposed Personnel Management: Policies and Procedures Manual. Mr. Jones praised the work Director Bolom put into document but went on to explain that the document, as presented, is not an employee manual. It contains policies and procedures that should be used as reference when needed but not included in an onboarding document. He also emphasized the necessity of hiring an employment lawyer to review any document to be used as an employee manual. Director Bolom stated that he met with Mr. Jones about the proposed document, and after Mr. Jones's explanation, he understands what needs to happen. Mr. Pyles made a motion to authorize Mr. Jones to interview employment lawyers and obtain fee schedules to present to the board. Ms. Gilliam seconded. All yes. Motion carried.

There was no correspondence and communication.

During his financial report, Director Bolom said that the budget remains on track. There were no questions about the budget.

He then presented the statistics for August, which is typically a slower month for the Library since programs for youth take a break. He did state that Library use compares well with pre-summer reading numbers.

In his report, Bolom summarized his professional activities and projects, as well as Library staff, programming and community outreach and partnerships. He thanked the Board for visiting the Ice Cream Social before the meeting, and he praised the Friends for their large group of volunteers at the event. He expressed his excitement over the upcoming Fall into a Book Festival celebrating Winnie-the-Pooh and the Library's involvement with the Chicken Festival and Park Fest this year.

Following the Director's Report, Ms. Gilliam posed a question from the Friends of the Library. As their Board liaison, they asked for her to find out if there is any issue with them setting up a booth at the Farmer's Market. No Board members saw any issue.

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 5:36pm.