

LINCOLN PARISH LIBRARY BOARD OF CONTROL
Minutes of Special Meeting
Thursday, October 13, 2022

The Lincoln Parish Library Board of Control Meeting was called to order at 5:30pm by Chair Amy Miller. Board members Sandra Dupree, Jan Canterbury, Amy Miller, Mary Jo Cooper William (Bill) Jones, Eric McCulloch and Deborah Gilliam were present. Absent from the meeting were Diana Humphries and Richard Durrett.

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

There were no public comments.

Chair Miller turned the floor over to Director Bolom to present his supporting material on the sole agenda item. Bolom began by provided reason for considering the change, citing cost and long-term savings, patron experience, ILS features for both patrons and staff, and a more updated look of the system. He then provided information about the ILS that the Library currently has from Auto-Graphics. He then presented his comparison of three different ILS systems by TLC, Biblionix, and Book Systems. For each, he provided first year costs (which include a one-time conversion fee); second year and following annual costs; any additional costs; unique features of each system; training provided by the company; time needed for conversion; experience with company sales representatives; and a demo of library catalogs for systems who currently use the systems.

He pointed out that all three systems provide similar features; however, Book Systems, not only had the lowest priced quote, but also topped the other two companies by providing in-house training, a guaranteed five-year pricing plan, the most up-to-date system, and a launch date of January 1, 2023.

Bolom then went on to suggest that that the Library amend the 2022 budget to pay for the first year of service and conversion fees (most likely in December), and then pay for the following years' renewals at the same time each year. The budget line *Library Service "Tech Services Support,"* from which the Library's ILS is paid from, currently lacks roughly \$11,000 to cover the change to Book System. This is due to the fact that the Library has already paid for service with Auto-Graphics for 2022 (renewed each January). His suggested amendment would be to move the needed \$11,000 from the *Library Services "Professional Services"* line, which has close to \$30,000 remaining. "Professional Services" pays for IT support from the Parish and with billing from Parish IT only made to the Library when services are provided, the balance remains larger than initially quoted.

With a few questions answered, Mr. Jones made a motion to move the Library's ILS to Book Systems, subject to approval of their contract by Parish legal counsel. Ms. Dupree seconded. All yes. Motion carried.

Mr. McCulloch then made a motion to amend the Library budget as presented by Director Bolom. It was seconded by Mrs. Canterbury. All yes. Motion carried.

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

Meeting adjourned at 6:14pm.