

LINCOLN PARISH LIBRARY BOARD OF CONTROL

Minutes of Meeting

December 15, 2022-Draft

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, Sandra Dupree, Diana Humphries, Eric McCulloch and Deborah Gilliam were present. Absent from the meeting was William (Bill) Jones.

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

There were no public comments.

Mrs. Canterbury made the motion to approve the minutes for the November 17, 2022 meeting. Mrs. Gilliam seconded the motion. All yes. Motion carried.

Chair Miller turned the floor over to Director Bolom, who introduced Michaela Taylor from the Christopher Youth Center in Monroe. Ms. Taylor gave a presentation about what it means for an organization to become a "Safe Place" partner with the Center. She expressed hope that all libraries in the region would partner with the Center to help youth that may be assistance. Director Bolom pointed out that Library employees are already mandated reporters, so that adding "Safe Place" duties and procedures would align nicely with that. He also reported that among a poll of the staff, no one had any objections in performing required procedures if the Library became a "Safe Place." Ms. Taylor noted that the main reason she wanted to include libraries was that it is a much easier location for children to visit that other "Safe Places," which are often fire or police stations. Ms. Dupree made a motion that LPL become a "Safe Place" partner with the Christopher Youth Center of Monroe. Mrs. Gilliam seconded the motion. Mr. Durrett asked if the Library decided to get out of the agreement, was that possible. Ms. Taylor said that was not a problem. No further discussion. All yes. Motion carried.

Director Bolom presented his job description for an Assistant Director, along with his reasoning on why he'd like to fill the position. He noted that the Parish's Finance Manager, Michael Sutton, confirmed that the money for the position remains in the projected budget for the current tax cycle. Mr. Durrett asked what the Library's hiring procedure was and how jobs were posted. Without a formal policy in place, he made a motion to table the item, and Mrs. Humphries seconded the motion. No discussion. Six voted in favor to table the action and 2 noted no. Motion carried.

Mrs. Miller explained the Board's need to address an issue with the Library's vacation accrual policy in terms of the director. As indicated in the Employee Manual, "The Director earns 20 days annual leave per year. After 5 years, the Director earns 21 days per year." As an employee of 20 years, Director Bolom was due to collect 24 days on his anniversary in June of 2023. She pointed out that the policy reads as though the Director, as a new hire, would receive a bit more than other employees, receiving more from the beginning of employment. Mr. Bolom, however, has years of service to consider. She suggested the addition of the following after the first sentence in the original statement from the policy manual, so that it would read, "The Director earns 20 days annual leave per year, or the number of days

he or she would accumulate under the schedule above, whichever is greater.” The schedule referenced is the accumulation of leave for all employees in the manual. Mr. Durrett asked how the Library’s accrual lined up with the Police Jury and whether the entire policy should be reviewed. Mr. Bolom stated that per Police Jury procedure, the accrual for the year is due to the Police Jury at the beginning of the calendar year, so therefore some kind of decision needed to be made, so that the Business manager could report his leave. Mr. McCullough made a motion to accept the change to the policy as presented by Ms. Miller and review the current Library policy for all employees to see if it is at least equal to the accruals offered by the Jury. Ms. Dupree seconded the motion. No further discussion. Seven yes; one no. Motion carried.

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

There was no correspondence or communication to discuss.

Mr. Durrett left the meeting to attend the Police Jury Christmas Party.

Director Bolom presented the Board with the financials and statistics for November 2022. He pointed out that financials remain on target for the projected surplus and that monthly patron visits continue to top the previous year’s numbers.

In his report for professional activities, Director Bolom mentioned his continued attendance at meetings of the Police Jury’s Lincoln Parish Sesquicentennial Committee. He also reported highlights from topics covered during the two-day Library Journal’s Director’s Summit in Baltimore, MD on December 1 and 2.

He noted that the migration to and training on the Book Systems ILS on Monday and Tuesday, December 5 and 6 went as well as could be expected. So far staff are very pleased with the change and patrons are catching on quickly to the changes.

Staff are looking forward to the Police Jury Christmas Party (after the meeting) as well as the Friends’ sponsored Christmas Dinner on Friday, December 16 at Iron Cactus in Calhoun.

Bolom reported that over 340 people attended Pictures with Santa on Saturday, December 10. The Christmas Parade on Saturday, December 17 will be the last outreach program for the year.

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

Meeting adjourned at 5:55 pm.