



## MEETING MINUTES

Dixie County Public Library  
December 19, 2021

### **Board Members:**

Diane Clifton (called in)  
James Gross (called in)  
Lance Lamb (called in)  
Steve Land (called in)  
Sharon Langford (called in)  
Cecelia Schnorbus  
Pam Ward (called in)

### **Guests:**

Cindy Bellot  
Deborah Johnson (called in)  
Leenette McMillan (called in)  
Richard Romans(called in)

### **Staff Members:**

Eli Anthony  
Dale Collum  
Jill McMillan  
Cheryl Pulliam

The meeting was called to order at 3:00 p.m.

#### **I. ELECTION OF OFFICERS**

There was a motion by Mr. Gross and a second by Mrs. Langford to retain all current officers:

Chairman – Lance Lamb

Vice Chairman – Cecelia Schnorbus

Treasurer – Diane Clifton

All other members present voted in favor of this motion.

#### **II. APPROVAL OF MINUTES**

September 9, 2021

There was a motion by Ms. Clifton and a second by Mr. Gross to approve the September 9, 2021 Board Minutes with a correction. All other members present voted in favor of this motion.

#### **III. FINANCIAL REPORT**

##### **BUDGET UPDATE & APPROVAL OF BILLS**

There was a motion by Mr. Gross and a second by Mrs. Schnorbus to approve all bills for FY 2021 & FY 2022. All other members present voted in favor of this motion.

#### **IV. DIRECTOR'S REPORT**

##### **A. STATE AID UPDATE**

Mr. Collum informed the Board that all requirements had been met by the December 1<sup>st</sup> deadline for State Aid.

##### **B. SPECIAL PROJECT FUNDS**

1. Mr. Collum asked the Board to approve \$1,000 for each library to be used for equipment purchases throughout the fiscal year. This will include an equipment purchase for Taylor County Public Library during this past fiscal year which was not paid before the year ended. There was a motion by Ms. Clifton and a second by Mrs. Schnorbus to approve the purchases. All other members present voted in favor of this motion.

2. Mrs. Deborah Johnson, Lafayette County Public Library Manager, requested the funds to purchase a stand-alone study booth. There was a motion by Ms. Clifton and a second by Mrs. Schnorbus to defer the decision until further research could be done. After discussion there was a motion by Mr. Gross and a second by Ms. Clifton to set a cap of \$6,190 for purchase and allow Mr. Collum and Mrs. Johnson to proceed with receiving quotes and then purchase the requested item. All other members present voted in favor of this motion.
  3. Mr. Romans requested the budget be ratified along with the line-item budget changes. Updates and corrections to the book account carryforwards will be made. A motion was made by Ms. Clifton to approve this request and a second by Mrs. Schnorbus. All members present voted in favor of the motion.
- C. FINANCIAL INTERNAL CONTROL  
Mr. Collum updated the Board regarding Three Rivers' internal financial controls. These controls are used to insure oversight and accountability in the handling of government funds.
- D. APPROVAL OF FY 2022 CONSOLIDATED BUDGET  
There was a motion by Ms. Clifton and a second by Mrs. Schnorbus to approve the consolidated budget, with an amended correction, as required by the State Library. All other members present voted in favor of this motion.
- E. STATISTICS  
4<sup>th</sup> Quarter and yearly (FY 2021) stats were distributed for review.

There was a motion by Mr. Gross and a second by Mrs. Schnorbus to adjourn at 3:50 p.m. All other members present voted in favor of this motion.

CHAIRPERSON



DATE

3.10.22