

JACKSON PARISH LIBRARY BOARD

JONESBORO, LOUISIANA

MINUTES –September 28, 2015

The regular meeting of the Jackson Parish Library Board was held on Monday, September 28, 2015, at 4:00 p.m. at the Jackson Parish Library with the following members present: Mrs. Baker, Mrs. Crawley, Mrs. Essmeier, Mrs. Ezell, Mrs. Ford, Mr. Langston, Mrs. Massey, and Mrs. Rushing. Mrs. Gates and Mrs. Faircloth were also in attendance. The meeting was called to order at 4:03 p.m. Mrs. Massey welcomed everyone to the meeting and Mrs. Crawley gave the invocation. There were no public comments.

Motion Mrs. Rushing, second Mrs. Essmeier to amend the agenda as follows: 6B. Furniture and storage, 6C. Computer quotes, 6D. Reimbursement check and 8B. Board member resignation. Motion carried.

Motion Mrs. Essmeier, second Mrs. Rushing to approve the minutes of July 6, 2015, as amended, that amendment being to change “absorb the museum’s collection” to “assist the museum.” Motion carried. Mrs. Gates addressed the question regarding the contingency expenditure earlier in the year, which expenditure was for RDA conversion costs associated with cataloging records which had been previously discussed. Motion Mrs. Crawley, second Mrs. Ezell to approve the financial and statistical reports as presented. Motion carried.

Motion Mrs. Essmeier, second Mrs. Rushing to enter executive session. Motion carried. Motion Mr. Langston, second Mrs. Baker to exit executive session. Motion carried. Motion Mrs. Baker, second Mrs. Essmeier that there is to no comp time to be awarded to the director. Motion carried. Motion Mrs. Baker, second Mrs. Rushing that the Board will investigate getting an HR professional to assist the board in re-writing the Personnel Policy Manual to include more detail and clarification of policies and procedures. Motion carried. Motion Mrs. Baker, second Mrs. Crawley to define the position of director as an exempt position. Motion carried. Motion Mrs. Baker, second Mr. Langston to correct the compensatory time for all non-exempt employees and award those employees the additional ½ hour comp time as provided by FLSA for the time worked May 19, 2013 – May 19, 2015. Motion carried.

The committee reports were presented.

JACKSON PARISH LIBRARY BOARD

Bylaws & Policies Committee

MINUTES – August 20, 2015

The committee meeting of the Jackson Parish Library Board Bylaws & Policies Committee was held on Thursday, August 20, 2015, at 9:00 a.m. at the Jackson Parish Library with the following members present: Mrs. Baker, Mr. Langston and Mrs. Massey. Mrs. Rushing, Mrs. Gates and Mrs. Faircloth were also in attendance.

The meeting was called to order at 9:00 a.m. by Mrs. Baker, chair. Mr. Langston gave the invocation. Mrs. Baker welcomed everyone to the meeting. There were no public comments. All present discussed the compensatory time policy, legal opinion and options to resolve past issues for non-exempt employees. The committee agreed to recommend to the board that compensatory time for all non-exempt employees be corrected to time x 1.5 rather than straight time for the two years prior to the date of discovery. All present then discussed the compensatory time for the director and agreed to meet at another time to make a recommendation for that issue.

Motion Mr. Langston, second Mrs. Massey to adjourn. Motion carried. The meeting adjourned at 9:53 a.m.

JACKSON PARISH LIBRARY BOARD
Bylaws & Policies Committee
MINUTES – September 21, 2015

The committee meeting of the Jackson Parish Library Board Bylaws & Policies Committee was held on Monday, September 21, 2015, at 4:00 p.m. at the Jackson Parish Library with the following members present: Mrs. Baker and Mrs. Massey. Mr. Langston was absent. Mrs. Crawley, Mrs. Ford and Mrs. Gates were also in attendance.

The meeting was called to order at 4:03 p.m. by Mrs. Baker, chair. Mrs. Crawley gave the invocation. Mrs. Baker welcomed everyone to the meeting. There were no public comments. All present discussed the compensatory time policy, legal opinion and options to resolve comp issues for the director, consideration of exempt status of director and options for updating personnel policies. The committee agreed to recommend to the board for discussion and roll call vote the decision to not allow the director to receive compensatory time for the past two years. The committee agreed to recommend to the board that the position of director be stipulated as an exempt position with that exempt position to be completely defined with the assistance of an HR professional. The committee agreed to recommend to the board that the Personnel Policy Manual be updated with the board providing general guidelines and an HR professional putting the guidelines into legally correct terms.

Motion Mrs. Massey, second Mrs. Baker to adjourn. Motion carried. The meeting adjourned at 5:07 p.m.

Motion Mrs. Rushing, second Mrs. Essmeier to approve the minutes of August 20, 2015, and September 21, 2015, as presented. Motion carried.

Mrs. Gates addressed the legal opinion advising that the Library cannot assume responsibility for the museum. Mrs. Gates advised that while the Council on Aging did not need the library's obsolete furniture being kept in storage, the Jonesboro Housing Authority would be delighted to receive those items being kept in a two storage units. There are several items in the units which the library will need to keep in storage at the library. In order to have the Housing

Authority receive the items, Mrs. Gates was advised that the board would need to set a value on the items and then pass a resolution authorizing a transfer of those items upon payment of the value. Motion Mrs. Rushing, second Mrs. Baker to set the value at \$50.00 for the contents of both storage units collectively and that items must be removed by the Housing Authority. Motion carried. Mrs. Gates will have a resolution ready to approve at the next meeting and will let the Housing Authority know of the value determined by the Board. Mrs. Gates then review two computer quotes based on state contract for 6 computers to replace the three circulation and three event computers in Jonesboro. Motion Mrs. Crawley, second Mrs. Baker to accept the quote for 6 computers, including the 3-year pro warranty, at a cost of \$3,619.68. Motion carried. Because of grant monies going through the self-generated funds account, motion Mrs. Essmeier, second Mrs. Rushing to authorize the reimbursement of \$1,800.00 for the David Howarth event to the operation account from the self-generated funds account. Motion carried. Mrs. Gates then reviewed the CIPA (Children's Internet Protection Act) compliance form for e-rate.

Mrs. Gates presented her formal resignation letter to the Board, with her proposed last day to be October 16, 2015. Motion Mrs. Crawley, second Mrs. Rushing to accept Mrs. Gates' resignation with regret. Motion Mrs. Baker, second Mrs. Massey to approve severance pay of 80 hours to the director in appreciation of and for her service to the library. Motion carried. Mrs. Gates presented Mrs. Ezell's letter of resignation from the board, which resignation will take effect October 31, 2015. Motion Mrs. Crawley, second Mrs. Rushing to accept Mrs. Ezell's resignation with regret. Motion carried.

Mrs. Gates had earlier stated her desire to not leave the library in the lurch and to facilitate a smooth transition period including getting backlogged items cataloged, assisting with the upcoming grant project and the need to have a budget ready to submit to the police jury in a timely manner. Mrs. Gates asked that the board review the proposed budget previously sent out and set a date for a finance committee to review the budget before her last day. The finance committee will meet Tuesday, October 6, 2015, at 4 p.m. Mrs. Gates will begin the process of advertising the director's position and the board would like such advertisements to note that applications will be taken until the position is filled. The next regular board meeting is scheduled for Monday, October 26, 2015, at 4:00 p.m. There being no further business, motion Mrs. Baker, second Mrs. Crawley to adjourn. Motion carried. The meeting adjourned at 5:45 p.m.

Mrs. Carol Massey, President

Mrs. Crystal Gates, Secretary