

JACKSON PARISH LIBRARY BOARD

JONESBORO, LOUISIANA

MINUTES – December 16, 2013

The regular meeting of the Jackson Parish Library Board was held on Monday, December 16, 2013, at 4:00 p.m. at the Jackson Parish Library with the following members present: Mrs. Sylvia Baker, Mrs. Paula Essmeier, Mrs. Sherri Ezell, Mrs. Dean Rushing and Mr. Todd Culpepper. Mrs. Crawley and Mrs. Massey were absent. Mrs. Gates and Mrs. Faircloth were also in attendance.

The meeting was called to order at 4:01 p.m. by Mrs. Ezell. Mrs. Rushing gave the invocation. Mrs. Ezell thanked everyone for coming to the meeting. There were no public comments.

Motion Mrs. Rushing, second Mrs. Essmeier to approve the minutes of November 18, 2013 as presented. Motion carried.

Motion Mrs. Rushing, second Mr. Culpepper to amend the agenda to include IV.A. Hiring Freeze. There were no comments. Motion carried unanimously. Motion Mrs. Rushing, second Mr. Culpepper to amend the agenda to include IV.B. Salaries. There were no comments. Motion carried unanimously.

Motion Mrs. Baker, second Mrs. Rushing to approve the financial report. Motion carried.

All present then discussed continuing the hiring freeze for full time employees until such time as the library needed additional employees for the Chatham Branch. Motion Mrs. Rushing, second Mr. Culpepper to extend the hiring freeze until further notice. Motion carried.

Mrs. Rushing reviewed the salary increases giving in the past which she had Mrs. Gates research last week. The last raise was in 2011. In 2010, employees received a 3% increase and in 2008 and 2009 the increase was not clear. In 2007 the increase was 2%. After much discussion regarding both salaries and the costs of insurance, the board decided to meet again in January to discuss employee insurance and pay increases. Motion Mrs. Ezell, second Mrs. Baker to have Mr. Culpepper contact the insurance rep, Mr. Trae Brashear, regarding his attending a meeting with the board at their next meeting to discuss insurance possibilities. Motion carried.

Motion Mr. Culpepper, second Mrs. Essmeier to approve the statistical report. Motion carried.

For the strategic plan, Mrs. Gates updated the Board regarding the property acquired next door. The Police Jury recently approved Altec Environmental to conduct the air quality tests and Abatement Services to abate the asbestos. Mrs. Gates stated that at a meeting with Mr. Riley, he recommended separating the demo from the abatement to save costs. She then gave a general update on the progress in Chatham. The roof decking is on and pictures are available on the

library's Facebook page. Mr. Culpepper stated that the Police Jury is working with Dewberry on the furniture bid package. They had Mr. Stokes review the package and he had some things that did not look legal under Louisiana law. He stated that some corrections would need to be made and that although Dewberry indicated other library systems in Louisiana have utilized similar bid packages and that changing the format may cost the library an additional 20%, the Jury was most concerned with being legal even at the potential increase in cost.

Under PR and Communications, Mrs. Gates advised that the direct mail postage option would cost approximately \$0.15 per piece in postage. That price did not include printing or design. She discussed several options, including every other month and special printings. The Board agreed to continue reviewing the matter. All agreed that the new Phone Tree system could be utilized for announcements as well, especially for those events that might not get included in bi-monthly mailings. No action was taken.

The next regular Board meeting will be Monday, January 20, 2014, at 4:00 p.m.

There being no further business, motion Mr. Culpepper, second Mrs. Rushing to adjourn. Motion carried. The meeting was adjourned at 4:56 p.m.

Mrs. Sherri Ezell, President

Mrs. Crystal Gates, Secretary