

**JACKSON PARISH LIBRARY BOARD  
JONESBORO, LOUISIANA  
MINUTES – July 19, 2013**

The regular meeting of the Jackson Parish Library Board was held on Friday, July 19, 2013, at 11:02 a.m. at the Jackson Parish Library with the following members present: Mrs. Sylvia Baker, Mrs. Carolyn Crawley, Mrs. Sherri Ezell and Mrs. Dean Rushing. Mrs. Faircloth, Mrs. Gates and Mrs. Sue Proffer were also in attendance.

The meeting was called to order at 11:06 a.m. by Mrs. Sherri Ezell. Mrs. Crawley gave the invocation. Mrs. Ezell welcomed everyone to the meeting.

Motion Mrs. Crawley, second Mrs. Rushing to approve the minutes of June 17, 2013 with the official minutes being amended to reflect the cost of the Nexus contract discussed during the June 17, 2013 meeting. Motion carried. Mrs. Rushing also asked if there would be an ethical issue with Mrs. Gates' husband working for Nexus. Mrs. Gates explained his position and stated that he does not own an interest in the company, that he does not work in administration and makes no decisions regarding contracts, etc. Based on his role in the company and the fact that Nexus was already a vendor for the library's internet service prior to Mr. Gates being hired, there is no ethical violation. Mrs. Rushing asked the Mrs. Gates verify that in writing with the Board's attorney.

Due to several personal emergencies in Mrs. Gates' family, the financial reports were not available. However, as soon as they are prepared, Mrs. Gates stated that she would go ahead and email them to the members. Mrs. Gates then reviewed the statistical report. She noted new e-services, including the stats for e-videos, and the updated format for all stats to be listed on a single page. She also explained that the fifteen checkouts of e-videos was great considering the library had not advertised the new service yet. In addition, she noted the use of the library's facilities for meetings, programs, etc. and that the library is running out of room for activities, so the board room and main reading areas are being used for programming activities as well as the regular meetings rooms. Motion Mrs. Rushing, second Mrs. Crawley to approve the statistical report for June of 2013. Motion carried.

Mrs. Gates advised the board that she did not have an update on the purchase of the Traina property located adjacent to the library. It is her understanding that the purchase of the property for \$19,000 is still pending a title examination. Mrs. Gates then went over the progress of the branch. She stated that she had spoken to Mr. Riley and he advised there was nothing for the Board to do at the current time for the construction and that we are waiting for the bid opening on August 7, 2013. She also stated that a set of the plans are available for public review in the main reading room, and that plans should also be available at the Jury office and the Chatham Town Hall. It was then the general consensus that the Board would like to have its attorney at the bid opening. Mrs. Gates stated that she was still awaiting the contract review by Mr. Durrett and that she would email asking for an update and for his attendance at the bid opening. Mrs. Gates then reviewed the status of the furniture for the branch. Motion Mrs. Crawley, second Mrs. Baker to approve the furniture proposals previously presented by Dewberry. Motion carried.

Mrs. Gates then reviewed the audit findings. The library had two findings, one for the capital assets listing, which has been addressed and another for the time sheet/leave documentation procedures that have already been addressed as well. She also stated that the

current year's forms have already been checked for accuracy so that there will be no issues with the forms next year.

Motion Mrs. Rushing, second Mrs. Baker to table the Personnel Policy Manual update until it comes before the Bylaws, Policy and Procedure Committee. Motion carried.

Mrs. Gates then reviewed the need for an additional approved signor for bills and the Sabine State Bank account. Based on recent events, it is clear that in the event of unforeseen circumstances, an additional signor would be beneficial. She recommended the contract account serve as the additional signor as they are already signors for other local governmental agencies and are familiar with the library's policies and procedures. Motion Mrs. Crawley, second Mrs. Rushing to authorize Kenneth Folden & Company to be a signor for the library's bills and checking account at Sabine State Bank. Motion carried.

Under announcements, Mrs. Gates advised the Board that the Jury had approved the same 2012 millage rate for 2013, that being 2 mills. The bid opening for the Chatham branch construction is set for August 7<sup>th</sup> at 2 p.m. at the Jury room. She also advised that the Jury had amended the size of the library board from five members plus the ex-officio to seven members plus the ex-officio. The next regular meeting is scheduled for August 19, 2013, at 11:00 a.m. The Bylaws, Policy and Procedure Committee meeting is scheduled for August 7, 2013, at 11:00 a.m.

There being no further business, motion Mrs. Rushing, second Mrs. Crawley to adjourn. Motion carried. The meeting was adjourned at 12:09 p.m.

Mrs. Sherri Ezell, President

Mrs. Crystal Gates, Secretary