

JACKSON PARISH LIBRARY BOARD

JONESBORO, LOUISIANA

MINUTES – January 17, 2014

The regular meeting of the Jackson Parish Library Board was held on Friday, January 17, 2014, at 4:00 p.m. at the Jackson Parish Library with the following members present: Mrs. Carolyn Crawley, Mrs. Paula Essmeier, Mrs. Sherri Ezell, Mrs. Margaret Ford, Mrs. Carol Massey, Mrs. Dean Rushing and Mr. Todd Culpepper. Mrs. Baker was 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. Crawley gave the invocation. Mrs. Ezell thanked everyone for coming to the meeting, and welcomed new member Mrs. Ford. There were no public comments.

Mrs. Ezell then opened the floor for officer nominations. Motion Mrs. Rushing, second Mr. Culpepper to nominate Mrs. Massey for president. Motion Mrs. Crawley to nominate Mrs. Ezell for president. Motion died for lack of a second. Motion and second for Mrs. Massey carried. Motion Mrs. Rushing, second Mr. Culpepper to nominate Mrs. Ezell for vice-president. Motion carried. Motion Mrs. Rushing, second Mrs. Essmeier to nominate Mrs. Crawley as treasurer. Motion carried. Motion Mrs. Rushing, second Mrs. Ezell to nominate Mrs. Crawley as Trail Blazer Representative. Motion carried. Mrs. Ezell then turned the meeting over to Mrs. Massey.

Mrs. Massey then discussed committee appointments and asked for preferences from members. Mrs. Massey then appointed the following:

Building & Finance Committee: Mrs. Massey-Chair, Mrs. Ezell, Mrs. Ford and Mrs. Crawley.

Bylaws & Policies Committee: Mrs. Ezell-Chair, Mrs. Rushing, Mrs. Baker and Mrs. Ford.

Personnel Committee: Mrs. Massey-Chair, Mrs. Crawley, Mr. Culpepper and Mrs. Essmeier.

Motion Mr. Culpepper, second Mrs. Ezell to accept the committee appointments. Motion carried.

Motion Mrs. Crawley, second Mr. Culpepper to approve the minutes of December 16, 2013 as presented. Motion carried.

Mrs. Gates explained that the report was not ready due to library staff getting end of the year information together for Folden & Company. She then reviewed the statistical report for December and the annual report for 2013. She noted the increase in reference transactions and explained the increase in emphasis in reporting and importance of accurate reporting by staff.

She also noted the use of meeting rooms and how often the library's facilities were being used by staff and outside groups. Motion Mr. Culpepper, second Mrs. Crawley to approve the report as presented. Motion carried.

For the strategic plan, Mrs. Gates updated the Board regarding the progress in Chatham. The roof is expected to go on sometime this month with bricking and sheetrock to follow. She also advised that the contractor has stated that he hopes to have the building ready in May or early summer. She also reviewed a potential roof leak on the Jonesboro building that would be investigated. Mrs. Rushing then asked to go back to Chatham and asked Mr. Culpepper about the security. Mrs. Gates then explained that the contractor had advised at a recent meeting that wiring needed to take place shortly as they were getting ready to close the walls. A call to Century Link confirmed that wiring must be scheduled approximately two weeks prior. She then emailed the President, Vice-President and Mrs. Crawley since she had been on the board the longest asking for direction as she had not been contacted by the potential security company that Mr. Culpepper was to have contacted her at any time during the past three months. Mrs. Ezell and Mrs. Crawley both responded that she should go ahead and sign the contract with Century Link so that the Chatham project was not held up due to our vendors. She advised that she then signed the contract so that work could be scheduled. The following day, she received a response from Mrs. Rushing with her advice to wait because she thought the matter had been tabled and that Mr. Culpepper would have someone talk with Mrs. Gates the following Monday morning. Mrs. Gates then reviewed her meeting with the security company on Wednesday. Based on that meeting, he would not be putting in a quote at this time, but he left his contact information so that he could quote monitoring service when it was needed. Mrs. Massey then requested that all such future communications be sent to the entire board rather than just a few members.

The self-generated funds were then discussed. Mrs. Gates explained that it was her understanding that the funds were used for the same budget items as the general fund in addition to being saved to purchase new bookmobiles when needed. Mr. Culpepper stated that he would like to have the majority of the funds moved to the general account. He then asked that Mr. Folden attend the next regular meeting to discuss the account, its location and use. Mrs. Crawley asked that Mrs. Gates contact the State Library for information on like-accounts and uses at other libraries in the state. Motion Mr. Culpepper, second Mrs. Rushing to approve signees on the Sabine State Bank account as the President – Carol Massey, Treasurer – Carolyn Crawley, Director – Crystal Gates, and Alayna Huckaby- Representative of Folden & Co. Motion carried.

Mrs. Gates then reviewed the excellent contribution that Mr. Menzina has on the library and its facilities. She also addressed his scheduling change to fifteen hours per week with no benefits and his willingness to be on call when needed. She explained how much money he saves the library with his maintenance and ability to build and work on things that would normally require a hefty fee from plumbers or other contractors. Motion Mrs. Crawley, second Mr. Culpepper to update Mr. Menzina's rate and benefits as discussed to better reflect his maintenance duties. Motion carried.

Mr. Culpepper left the meeting at 4:44 p.m.

Under continuing education, Mrs. Gates reviewed upcoming meetings and conferences for the staff. She also advised that she and Jan Barnes are presenting at LLA in Lafayette in March and requested overnight travel approval for the conference. Motion Mrs. Rushing, second Mrs. Crawley to approve overnight travel as required for Crystal Gates and Jan Barnes to attend the LLA Annual Conference in March. Motion carried. Mrs. Gates then reminded everyone to complete their ethics training for 2014, as it is required each year.

Under announcements, the Personnel Committee will meet January 27, 2014, at 4:00 p.m. The next regular meeting date will be Monday, February 17, 2014, at 4:00 p.m. The Pushing the Limits grant programming being in February and books are available. She encouraged everyone to participate in this programming.

There being no further business, motion Mrs. Rushing, second Mrs. Essmeier to adjourn. Motion carried. The meeting was adjourned at 4:50 p.m.

Mrs. Carol Massey, President

Mrs. Crystal Gates, Secretary