

## **JACKSON PARISH LIBRARY BOARD**

### **JONESBORO, LOUISIANA**

#### **MINUTES – August 18, 2014**

The regular meeting of the Jackson Parish Library Board was held on Monday, August 18, 2014, at 4:00 p.m. at the Jackson Parish Library with the following members present: Mrs. Crawley, Mr. Culpepper, Mrs. Essmeier, Mrs. Ford, Mrs. Massey, Mrs. Rushing, and Mrs. Baker, who arrived at 5:01 p.m. Mrs. Ezell was absent. Mrs. Gates and Mrs. Faircloth were also in attendance.

The meeting was called to order at 4:03 p.m. by Mrs. Massey. Mr. Culpepper gave the invocation. Mrs. Massey welcomed everyone to the meeting. There were no public comments.

Motion Mr. Culpepper, second Mrs. Essmeier to approve the minutes of July 21, 2014, as presented. Motion carried.

Under Financial Report, Mrs. Gates agreed to determine the origination of a deposit. There were no questions regarding the statistical report. Motion Mr. Culpepper, second Mrs. Rushing to approve the financial and statistical reports as presented. Motion carried.

Mrs. Essmeier presented the minutes of the Personnel Committee meeting as follows:

## **JACKSON PARISH LIBRARY BOARD**

### **Personnel Committee**

#### **MINUTES – August 4, 2014**

The committee meeting of the Jackson Parish Library Board Personnel Committee was held on Monday, August 4, 2014, at 8:30 a.m. at the Jackson Parish Library with the following members present: Mrs. Paula Essmeier, Mrs. Carol Massey and Mrs. Carolyn Crawley. Mr. Todd Culpepper was absent. Mrs. Margaret Ford, Mrs. Sherri Ezell and Mrs. Crystal Gates were also in attendance. The meeting was called to order at 8:36 a.m. by Mrs. Essmeier, chair. Mrs. Crawley gave the invocation, and Mrs. Essmeier welcomed everyone to the meeting. There were no public comments.

Mrs. Gates advised that all of the staff evaluations were very good and there were no major problems noted. All but three reviews had been completed, and the last were simply waiting on part-time employees to be scheduled. All present then reviewed potential forms for the director's evaluation.

Mrs. Gates reviewed updated job descriptions breaking cleaning and maintenance into separate job titles and descriptions. Motion Mrs. Massey, second Mrs.

Crawley to recommend that the Board approve the update job descriptions for cleaning and maintenance. Motion carried.

Mrs. Gates reviewed the positions needed to staff Chatham and Jonesboro based on in-house transfers and promotions. Phyllis Moore will be promoted to Branch Supervisor at the Chatham Branch and Bernadean James will be transferring from Bookmobile to Chatham. Both positions are full-time positions and will create openings in Jonesboro. Sue Henderson will remain part-time and continue coordinating Good Books, Good Friends, but will work most of her hours at the Chatham Branch. Depending upon in-house staff qualifications and experiences, both of the open positions may be filled by transfers. Mrs. Gates plans to move LaCrecia Jones, who has agreed to get the necessary license, to the open bookmobile position, which is a full-time position. Motion Mrs. Crawley, second Mrs. Essmeier to recommend that the Board authorize Mrs. Gates to advertise for two part-time library assistant positions. Motion carried.

Motion Mrs. Crawley, second Mrs. Massey to adjourn. Motion carried. The meeting was adjourned at 8:50 a.m.

Motion Mrs. Rushing, second Mrs. Ford to approve the Personnel Committee meeting minutes as presented. Motion carried. Mrs. Gates reviewed the updated job descriptions. Motion Mrs. Rushing, second Mr. Culpepper to approve the updated job descriptions as presented. Motion carried. Motion Mrs. Rushing, second Mrs. Crawley to approve internal personnel changes as follows: Phyllis Moore as Branch Supervisor, Bernadean James as Library Associate, Angela Holder as Library Associate, and LaCrecia Jones as a full-time Library Assistant for Bookmobile. Motion carried. Motion Mrs. Rushing, second Mrs. Ford to authorize Mrs. Gates to advertise open positions for a programming coordinator and a library assistant. Motion carried. No action was taken on the Director's evaluation.

Mrs. Gates presented the minutes of the Bylaws & Policies committee meeting as follows:

**JACKSON PARISH LIBRARY BOARD**  
**Bylaws & Policies Committee**  
**MINUTES – August 4, 2014**

The committee meeting of the Jackson Parish Library Board Bylaws & Policies Committee was held on Monday, August 4, 2014, at 9:00 a.m. at the Jackson Parish Library with the following members present: Mrs. Sherri Ezell and Mrs. Margaret Ford. Mrs. Sylvia Baker and Mrs. Dean Rushing were absent. Mrs. Carolyn Crawley, Mrs. Carol Massey and Mrs. Crystal Gates were also in attendance.

The meeting was called to order at 9:10 a.m. by Mrs. Ezell, chair. The invocation was dispensed with. Mrs. Ezell welcomed everyone to the meeting. There were no public comments. There was no quorum so no action could be taken. Mrs. Gates reviewed updated to several policies. The reviewed policies included Circulation Policies & Procedures, Education Policy, Electronic Resources Access Policy and Personnel Policy. All present discussed the revisions. No action was taken.

The meeting was adjourned at 9:32 a.m.

Motion Mrs. Rushing, second Mrs. Massey to approve the Bylaws & Policies Committee meeting minutes as presented. Motion carried. Motion Mrs. Rushing, second Mrs. Essmeier to approve the Circulation Policies & Procedures as updated. Motion carried. No action was taken on the Education Policy as Mr. Culpepper is going to have the Jury personnel attorney review the policy prior to its adoption. He expects to have that review done prior to the next meeting. Motion Mrs. Massey, second Mrs. Rushing to approve the Electronic Resources Access Policy as updated. Motion carried. Motion Mrs. Rushing, second Mrs. Essmeier to approve the Personnel Policy as updated. Motion carried.

Mrs. Massey presented the minutes of the Building & Finance committee as follows:

**JACKSON PARISH LIBRARY BOARD**  
**Building & Finance Committee**  
**MINUTES – August 4, 2014**

The committee meeting of the Jackson Parish Library Board Building & Finance Committee was held on Monday, August 4, 2014, at 9:30 a.m. at the Jackson Parish Library with the following members present: Mrs. Carol Massey, Mrs. Carolyn Crawley, Mrs. Sherri Ezell and Mrs. Margaret Ford. Mrs. Crystal Gates were also in attendance. Mr. Todd Culpepper and Mrs. Sylvia Baker arrived late. The meeting was called to order at 9:35 a.m. by Mrs. Massey, chair. The invocation was dispensed with. Mrs. Massey welcomed everyone to the meeting. There were no public comments.

Mrs. Gates requested available or unavailable dates for a grand opening to be held for the Chatham branch.

Mrs. Gates then reviewed a draft budget for 2014/2015. All present discussed possible changes for the upcoming budget. Mrs. Gates advised that the committee would need to meet again in September to discuss the draft budget further.

The meeting was adjourned at 10:05 a.m.

Motion Mrs. Crawley, second Mrs. Ford to approve the Building & Finance Committee meeting minutes as presented. Motion carried.

Under strategic plan, Mr. Culpepper advised that the Jury hoped to have the old Traina building down within the next 30-45 days. Mrs. Gates advised that the Chatham branch is nearing completion and that Mr. Riley requested the Board to recommend that the Police Jury approve the certificate of substantial completion and authorize the Jury President to sign said certificate. Motion Mrs. Massey, second Mrs. Baker to recommend that the Jury approve the certificate of substantial completion upon the building's anticipated completion and authorize the Jury President to sign said certificate of substantial completion. Motion carried. Mrs. Gates then advised that the first furniture shipment is schedule to arrive in the middle of September and that it looked like the opening date would need to be either late October or early November. She again asked for dates on which members could not attend a grand opening. Mr. Culpepper left the meeting at 5:16 p.m. Based on the anticipated completion of the Branch, Mrs. Gates reviewed the state contract price for the proposed library van which was already included in the current budget. The state contract price is \$20,607.00 with insurance anticipated to cost approximately \$2,200 per year. Southland Dodge holds the state contract, but Mrs. Gates advised that she will check with North Louisiana dealers to determine their willingness to meet that contract price before going to Southland Dodge for the purchase. Motion Mrs. Essmeier, second Mrs. Crawley to authorize Mrs. Gates to purchase the state contract van at the state contract price of \$20,607.00. Motion carried.

Mrs. Gates then advised that a copy of the audit memo was included in their folders. Mrs. Gates reviewed upcoming workshops needed and requested authorization for overnight travel for herself and Jan Barnes. Motion Mrs. Crawley, second Mrs. Ford to authorize overnight travel for Mrs. Gates and Mrs. Barnes to attend a Money Matters workshop in Baton Rouge and an e-rate workshop in Metairie. Motion carried.

Under announcements, Mrs. Gates advised that registration has begun for fall programs. The Trail Blazer Library System and Northeast Louisiana Trustee Association will have its annual meeting at Lincoln Parish Library on September 12, 2014. She asked that Board members RSVP as soon as possible. The next regular board meeting is scheduled for Monday, September 15, 2014, at 4:00 p.m.

There being no further business, motion Mrs. Essmeier, second Mrs. Massey to adjourn. Motion carried. The meeting was adjourned at 5:36 p.m.

Mrs. Carol Massey, President

Mrs. Crystal Gates, Secretary