

JACKSON PARISH LIBRARY BOARD

JONESBORO, LOUISIANA

MINUTES – August 19, 2013

. The regular meeting of the Jackson Parish Library Board was held on Monday, August 19, 2013, at 11:00 a.m. at the Jackson Parish Library with the following members present: Mrs. Sylvia Baker, Mrs. Carolyn Crawley, Mr. Todd Culpepper, Mrs. Sherri Ezell, Mrs. Carol Massey and Mrs. Dean Rushing. Mrs. Faircloth, Mrs. Gates and Mr. Treadway were also in attendance.

The meeting was called to order at 11:13 a.m. by Mrs. Sherri Ezell. Mrs. Rushing gave the invocation. Mrs. Ezell welcomed everyone to the meeting, including new Board member Mrs. Carol Massey and Mr. Lynn Treadway, Juror.

Motion Mrs. Crawley, second Mrs. Baker to approve the minutes of August 9, 2013 and July 19, 2013 as written. Motion carried. Mrs. Rushing then requested that folder copies of documents be prepared for board meetings again rather than relying on email copies.

The board then requested that copies of the financial and statistical reports be made and that they would come back to those items at the end to save time. The Bylaws, Policies & Procedures meeting was postponed and did not meet; therefore, there were no actions needed. Motion Mrs. Rushing, second Mrs. Crawley to amend the agenda to include Item V.C. Committee Appointments for the President to appoint both of the new board members to a committee. Motion carried. Mrs. Ezell then appointed Mrs. Massey as a member of the Building & Finance Committee and Mrs. Essmeier as a member of the Bylaws, Policies & Procedures Committee. The Board then set the date for the committee meetings as follows: Bylaws, Policies & Procedures committee will meet Monday, August 26, 2013 at 9:30 a.m. and the Building & Finance committee will meet Monday, August 26, 2013 at 10:30 a.m.

Under strategic plan, Mrs. Gates advised that the purchase of the property adjacent to the library had been concluded and that she had received the bill for the attorney fees of \$600.00 and a copy of the recorded deed by email that morning. Mrs. Massey asked about the property across the street and if the Board had chosen not to move forward with its purchase. Mrs. Gates advised that several months ago, after review of the estimated costs to abate the property and other circumstances the Board had decided to postpone a decision until a later time. Mrs. Gates then advised that she would need to get updated quotes from Altec Environmental regarding the abatement of the new property as the previous quotes are expired. She then advised that the library is in a waiting period for the Chatham branch, and that a groundbreaking date needed to be set. After discussion, motion Mrs. Crawley, second Mrs. Rushing to set the groundbreaking for the Chatham Branch for Tuesday, October 1, 2013. Motion carried.

Mrs. Gates then reviewed her request for travel to the Association of Rural & Small Libraries annual conference in Omaha, Nebraska. She had checked the prices and flying was reasonable. She also advised that she had requested the student pricing and been able to register

at a significant cost-savings for the library. She went over the cost of attendance for herself and Mrs. Barnes, including their plans for the first day of conference, the full conference price for Mrs. Barnes, the \$490.00 cost of airline tickets and reservation at the second backup conference hotel at the conference booking price. Mrs. Baker noted that the entire trip would cost approximately \$1,500.00. Mrs. Crawley also noted the excellent educational and professional benefits of library conferences and noted that this organization is tailored to rural and small libraries. Motion Mrs. Crawley, second Mrs. Baker to approve the travel of Mrs. Gates and Mrs. Barnes to the ARSL annual conference September 24-28, 2013 in Omaha, Nebraska. Motion carried with the following vote: Ayes: Baker, Crawley, Ezell, Massey, Rushing ; Nays: Culpepper ; Absent: Foster.

Mrs. Rushing then asked about advertising expenses. Mrs. Gates reviewed several standing advertising costs, including the library billboard and ½ page advertisement in The Jackson Independent and Shopper. Mrs. Baker asked about the newsletter. Mrs. Gates advised that she and Mrs. Barnes were collecting information regarding the direct mail prices and that Mrs. Gates planned to review the cost at the finance committee meeting. She explained the estimated list for emailed newsletters and mailed newsletters, the general readership of The Jackson Parish and reach of current advertising versus the reach that direct mail has. Mrs. Barnes mentioned that if the library chose to move the printing offsite, it would be beneficial to let locals know the printing requirements as they may want to bid on the services as well. Mrs. Massey mentioned getting a quote from Sir Speedy as well. Mr. Culpepper then asked about the technology expenditures. Mrs. Gates advised that the Board would need to amend that line item at its committee meeting as the cost of the contracted services for technology support may affect that line item. Mr. Culpepper then inquired about the group insurance cost. Mrs. Gates advised that the cost of insurance went up in June and that the line item may need to be amended as well. Mrs. Rushing then asked if the library's attorney had responded regarding the contract with Nexus and Mrs. Gates advised that after two emails she did not have a response as yet. Mrs. Rushing asked that Mrs. Gates contact Mr. Durrett again regarding his written opinion on the matter. She also asked if he attended the bid meeting as requested and Mrs. Ezell stated that he did not. The Board then discussed the need for an attorney to represent the library and the likelihood of getting another attorney.

Mrs. Ezell then read information that Mr. Culpepper provided regarding Act 363, which provides for the recording of public meetings.

Motion Mrs. Rushing, second Mrs. Crawley to approve the financial reports of June and July as presented. Motion carried.

Mrs. Rushing then asked about the programs that the library had and if there is a breakdown of performers available. Mrs. Gates advised that the library keeps a record of data for many years. Mrs. Rushing expressed concern over the amount of funds expended versus the turnout at the Blowout. Mrs. Gates advised that the library staff had already met to discuss possible reasons and address changes for next summer. Motion Mr. Culpepper, second Mrs. Rushing to approve the financial report as presented. Motion carried.

Mrs. Gates then advised that the date for the next regular meeting is September 16, 2013 at 11:00 a.m. and that the Trustee meeting is September 20, 2013.

Mrs. Baker then asked that she would like to see results and actions to be taken after the Omaha conference to show the value to the public for such attendance. There being no further business, motion Mr. Culpepper, second Mrs. Rushing to adjourn. Motion carried. The meeting was adjourned at 12:09 p.m.

Mrs. Sherri Ezell, President

Mrs. Crystal Gates, Secretary