

Washington Parish Library

Library Board of Control

Franklinton Branch

Thursday, January 19th, 2017, 6:30pm

 Meeting Agenda

I. Call to Order

II. Roll Call

III. Prayer

IV. Approval of Last Regular Meeting Minutes

V. Director’s Report

 A. Budget 2017

 B. Discussion of activities

VI. Old Business

VII. New Business

1. Election of Officers
2. Projects for 2017 (Franklinton, Thomas)
3. New Services (Fax by Internet, Wifi Hotspots)
4. Programs (Adult, SRP, Others)
5. Outreach/”Whistlestop” locations

IX. Public Comment

X. Adjournment

NOTE:

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| **Al Barron <tangilibrarian@gmail.com>** |

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The Board meeting has been cancelled and will be rescheduled for the first Thursday in February at the Franklinton Branch. The reason for the cancellation is the weather, which at this moment is in Baton Rouge, is horrendous according to weather underground.



Washington Parish Library

Library Board of Control

Bogalusa Branch

Thursday, February 16th, 2017, 6:30pm

 Meeting Agenda

I. Call to Order

II. Roll Call

III. Prayer

IV. Approval of Last Regular Meeting Minutes

V. Director’s Report

 A. Budget 2017

 B. Discussion of activities

VI. Old Business

VII. New Business

1. Election of Officers
2. Projects for 2017 (Franklinton, Thomas)
3. New Services (Fax by Internet, Wifi Hotspots)
4. Programs (Adult, SRP, Others)
5. Outreach/”Whistlestop” locations
6. Leave Policy

IX. Public Comment

X. Adjournment



Washington Parish Library

Library Board of Control

Bogalusa Branch

Thursday, February 16th, 2017, 6:30pm

  Meeting Minutes

I. Call to Order - Mrs. Ross presiding – the meeting was called to order at 6:37 pm.

II. Roll Call – Mr. Adams and Mr. Westmoreland were not present for health reasons.

III. Prayer – Mrs. Thomas led the Board in prayer, asking grace for the recovery of all

 mentioned: Messrs. Adams, Westmoreland, Caruthers and Porter.

IV. Approval of Last Regular Meeting Minutes - The minutes from the last regular meeting in

 October were read and approved on motion by Mrs. Thomas with a second by Mrs.

 Jenkins, unanimously passing by the vote of all present.

V. Director’s Report

 A. Budget 2017

 Mr. Barron gave a brief discussion of the final number for the 2016 budget and the

 changes made by the amendment process for 2017. The changes reflects in the leave

 accrual policy and an increase in insurance premiums by United Healthcare.

1. Discussion of activities

Mr. Barron noted that the staff has been very busy in 2017 so far. Computer classes have started and Mrs. Magee, Mrs. Ginn and Mrs. Cambre are off to a running start. Earlier this Month, Ms. Badon, of the Franklnton Branch and Mrs. Lott of the Bogalusa Branch, performed puppet shows at the Bogalusa Charter School for over 180 Children. In the spring, a number of things are scheduled. There will be a concert at Franklinton by Singer Bobby Horton and historical programs for Black History Month. Following this, there will be a number of historical and genealogical programs, 2 programs on 3D printing and a health fair on Saturday, April 22nd, 2017, from 10 am – 2 pm at Franklinton.

Mr. Barron noted that he had met with Representatives Pugh and White, regarding the financial shape of the state library. He also met with Senator Mizell to discuss the situation. He relayed the concerns of the Directors of the Florida Parish libraries on the continued and eroding support at state level for the flagship library in the state.

 The Director asked Mrs. Ross if one item could be moved up for discussion, that of the

 leave policy. Mrs. Ross asked for a motion to do so, which was made by Mrs. Jenkins,

 with a second by Mrs. Jackson, unanimously passing by the vote of all present.

 Mrs. Byrne, Comptroller of the parish, discussed changes to the accrual mechanism for

 sick leave. The current method requires the library to submit a manual calculation, based

 on an old formula, which is inconsistent with the payroll program used by the parish. Mrs.

 Byrne asked the Board to consider a change in the method. She could ask the firm that

 authors the software to make a script (short program) that can run with a percentage

 change. Mr. Barron and Mrs. Byrne indicated that such a change to the accrual of sick

 leave would allow for employees to track their leave with their pay stubs. It would also do

 away with the manual entry at the beginning of each year. Mr. Barron then asked The

 Board for the permission to trial the new method and report back to the Board at a later

 date. A motion was called for by Mrs. Ross and made by Mrs. Thomas, with a second by

 Mrs. Jackson, unanimously passing by the vote of all present.

VI. Old Business

 Mr. Barron noted that the library would have to have a discussion and public on the

 Children’s Internet Protection Act (“CIPA”) in the near future. Such is a requirement for

 ERATE funding. The matter must appear on an Agenda and be noted as a hearing in the

 minutes. It will most likely occur during the April meeting of the Board of Control.

VII. New Business

1. Election of Officers

Mr. Barron noted that, pursuant to LA R.S. 25:215, the Board must hold an election of officers for each term. Mrs. Ross called for the question and Mrs. Jenkins proposed that all officers be reappointed for the next year, with a second by Mrs. Jackson, unanimously passing by the vote of all present.

The appointments were: Mr. Donald Westmoreland, President

 Mr. Jim Adams, Vice President

 Mr. John Lewis, Treasurer

 Mr. Barron, Director & Secretary (by Statute)

1. Projects for 2017 (Franklinton, Thomas)

Mr. Barron outlined potential projects for Franklinton and Thomas. Franklinton would need some form of storage and Thomas might possibly need to be enlarged slightly to give the small space some growing room.

Mr. Barron also noted that the driveway at the Franklinton Branch may need to be covered either in asphalt or concrete, but this could be accomplished under the regular budget. Mrs. Jackson mentioned Angie and wanted to know where the Administration of the library was with regard to the matter.

Mr. Barron noted that he spoke with Mr. Dawsey, of the town of Angie, and will meet with the Board of Aldermen. This meeting is scheduled for Town’s next meeting date in March. Mr. Barron then noted that, he and Mr. Eric Miller had worked up a proposal for a small branch that had a fixed, known cost. The Board then discussed the issue of the old building (the school building). What is readily apparent is that, while the school site offers ample room, there are many unknowns with the space. Asbestos, termites, lead paint and their abatement can lead to a high cost burden.

1. New Services (Fax by Internet, Wifi Hotspots)

Mr. Barron highlighted the wifi hotspot, used during the meeting, to provide access to the internet remotely. The device can support 10-15 devices depending on the amount of bandwidth each uses. The intent is to use the hotspot for classes and demonstrations at

remote sites.

Mr. Barron discussed the fax service offered by the library. At some point during 2017, the library will start sending faxes via the internet. The reason for this is that the internet offers a greater speed of transmission than does the simple phone connection.

1. Programs (Adult, SRP, Others)

The Spring of 2017 will be filled with many programs on history. There will be a number of African-American History programs, genealogy programs and one singer, scheduled to appear April 26th at 7 pm in Franklinton.

1. Outreach/”Whistlestop” locations

Mr. Barron pointed out that we might partner with outside actors/agencies. He stated that he would investigate the possibility of this and report back.

1. Leave Policy (Moved up on the Agenda)

IX. Public Comment

 There were no public comments at this meeting.

X. Adjournment

 There being no further business to come before the Board, Mrs. Ross called for a motion

 to adjourn at 7:48 pm. The Motion was made by Mrs. Jenkins, with a second by Mrs.

 Thomas, unanimously passing by the vote of all present.



Washington Parish Library

Library Board of Control

Franklinton Branch

Thursday, March 16th, 2017, 6:30pm

 Meeting Agenda

I. Call to Order

II. Roll Call

III. Prayer

IV. Approval of Last Regular Meeting Minutes

V. Director’s Report

 A. Recent Activities

 B. Budget/Finance

VI. Old Business

1. Locations

VII. New Business

1. New Service Proposals/Databases

IX. Public Comment

X. Adjournment



Washington Parish Library

Library Board of Control

Franklinton Branch

Thursday, March 16th, 2017, 6:30pm

 Meeting Minutes

1. Call to Order

 Mr. Jim Adams, acting as presiding officer, called the Board into session at 6:35 pm.

 II. Roll Call

 Mr. Barron called the roll and a quorum was present.

 Guests included Mr. Levi Lewis of the Parish Council.

 Absent were Mr. Westmoreland and Mrs. Jenkins.

 III. Prayer

 Mrs. Thomas offered a prayer for all those that are sick and in need of healing.

 IV. Approval of Last Regular Meeting Minutes

 After review and consideration, a motion was made to approve the minutes of the last

 regular meeting by Mrs. Jackson, with a second by Mrs. Thomas. The motion passed by

 vote of all members present.

 V. Director’s Report

 A. Recent Activities

 Mr. Barron noted that he, Mr. Adams and Mrs. Jackson were present at the Board of

 Aldermen Meeting for the town of Angie. Mr. Adams made the case for a potential

 location in the Northeast section of the parish. He further noted that there are a number

 of possible ideas and locations to consider. Mrs. Jackson stated that the junior high

 school is but one location, but others were under consideration. The Aldermen said they

 would support any proposal that the library put before them that might return service to

 the area and serve the greater area as well. Mr. Barron discussed the “Tangipahoa

 Metric”, as used by the Tangipahoa Parish Library, which is a measure of the per capita

 cost per month to a citizen. In Tangipahoa Parish, the measure is $1.40 per patron

 (customer) per year. In Washington, it is $1.15 per patron per month. The town Clerk

 noted that you can’t even purchase anything on iTunes for that amount.

1. Budget/Finance

 Mr. Barron discussed the final number given him by parish government. The report

 stated that the revenue and expenses were nearly equal. Revenue was just over

 $951,000.00 and expenses were slightly over $950,000.00. Changes in the 2017 budget

 reflect increases in insurance costs.

 Mr. Barron noted that he was in receipt of a letter from the State Library of Louisiana

 and that their budget was going to be subject to a cut, not at the state level, but from a

 federal grant that they receive. The grant, from the Institute for Museum and Library

 Services covers technological assistance to state library agencies. The grant was cut after

 a portion of the State Library’s budget was cut the previous year. The cut from the prior

 year put the State Library below its minimum foundation/maintenance of effort level for

 the grant and the funds were rescinded. This in turn will generate a fee that WPL must

 pay the State Library for service.

VI. Old Business

1. Locations

 A discussion ensued between the Board Members and Mr. Lewis of the Parish Council.

 While there are many unknowns with regard to the school property, Mr. Barron is in

 receipt of a quote for a small facility, 1 ½ times the size of Enon, that could serve as a

 benchmark for future ideas. The board noted that new construction is far less “open

 ended” that the rehabilitation of an older structure. Both Mr. Adams and Mr. Lewis that

 there were many alternatives to view. Mr. Adams called for a motion to require the

 director to find out what the costs of a new branch vs. rehabilitation might be. A motion

 was by Mrs. Thomas, with a second by Mrs. Jackson, passing unanimously. Mr. Barron will report back to the Board with a range of options for the Board to consider.

VII. New Business

1. New Service Proposals/Databases

Mr. Barron mentioned the wifi hotspot and its use in the library. It had already been used to provide internet overage for the Angie meeting and was used for one remote genealogy class and database demonstration.

IX. Public Comment

 Mr. Lewis discussed with the Board the possibility of seeking additional resources for the

 library. Mr. Adams replied that the Board has discussed such a possibility. Mr. Adams

 asked Mr. Barron if he had prepared a cost summary for the operations of a small branch.

 The document was prepared and ready. Cost for a part-time staff option is a little more

 than $30,000.00 per year.

 Mr. Adams instructed Mr. Barron to provide cost and location alternatives for possible

 future site in the area (per motion) and to determine the cost of each.

X. Adjournment

 There being no further business to come before the Board, a motion to adjourn was

 made by Mrs. Jackson, with a second by Mrs. Thomas, passing unanimously.



Washington Parish Library

Library Board of Control

Bogalusa Branch

Thursday, April 20th, 2017, 6:30pm

 Meeting Agenda

I. Call to Order

II. Roll Call

III. Prayer

IV. Approval of Last Regular Meeting Minutes

V. Director’s Report

 A. Budget/Finance

 B. Statistics

VI. Old Business

1. Angie town hall discussion/planning

VII. New Business

1. Town hall meeting & branch proposals (analysis of alternatives/options)
2. Considerations for future projects
3. Strategic considerations
4. CIPA hearing

IX. Public Comment

X. Adjournment



Washington Parish Library

Library Board of Control

Bogalusa Branch

Thursday, April 20th, 2017, 6:30pm

 Meeting Minutes

I. Call to Order – The Board was called into session by Mr. Adams, Vice President, acting as

 presiding officer at 6:32 pm.

II. Roll Call - The roll was called by Mr. Barron, Secretary of the Board, a quorum was present,

 with Mrs. Ross and Mr. Westmoreland absent.

III. Prayer – A prayer was offered by Mrs. Sally Thomas.

IV. Approval of Last Regular Meeting Minutes

 A motion to approve the last regular meeting minutes from the March Meeting in

 Franklinton was made by Mrs. Jenkins, with a second by Mrs. Thomas, passing

 unanimously by vote of all present.

V. Director’s Report

 A. Budget/Finance

 Mr. Barron reviewed projected expenses through the first quarter of the year, 2017.

 B. Statistics

 Mr. Barron reviewed benchmark statistics from 2016, as mentioned in the state annual

 report and the year-to date statistics.

VI. Old Business

1. Angie town hall discussion/planning

Mr. Barron presented the options previously discussed regarding locations in Angie. Currently, they are a new-build building on exiting property or using the old junior high school in some fashion. Mr. Barron was instructed by the Board to investigate the cost(s) of reconditioning the old structure to meet the needs of the library. His investigation into the matter turned up many unknowns. The Board has concerns regarding asbestos, lead paint and the potential of the school proposal as not being cost effective. Mr. Barron & Mr. Adams both shared evidence of what the cost of abatement for one of the potential unknowns (to remove asbestos from 1,500 square feet cost approximately $30,000.00). this coupled with the fact that the space would need new HVAC and ADA compliance puts the cost in excess of what the Board planned to spend.

VII. New Business

 A. Town hall meeting & branch proposals (analysis of alternatives/options)

 Mr. Barron made mention of another alternative that can split the difference in size and

 cost. It would be to utilize an existing space, on the main road that is negotiable in

 price but is far less involves than new construction but more cost effective and with a

 better location than the previous options.

B. Considerations for future projects

 Mr. Barron noted that there were some other projects and needs in the system, but that

 might be accomplished a bit later in time. Among them are an addition to the Thomas

 Branch and some form of a storage space for the system.

C. Strategic considerations

 Mr. Adams pointed out that, if a branch could be built tomorrow, there would be very little chance to staff it. Mr. Barron, he noted, has pointed out in the last few meetings that costs are on the rise, such as healthcare and wages. He further noted that his last instruction to Mr. Barron during the fall was to take care of the needs of the staff as resources will allow. All costs rise and we must be able to meet the future needs of the system. We must ask the public for the resources to do this. Mr. Adams then called for a motion to seek a 1-mill increase in library funding. A motion made by Mrs. Jenkins, with a second from Mrs. Jackson, passing by "Yes" vote of the quorum of members present. Mr. Adams then asked for a resolution of the Board instructing the Director to see this to completion of this effort.

1. CIPA hearing

Mr. Barron discussed the Children's Internet Protection Act. The act us a requirement by the FCC & Congress that mandates that each facility that is receiving funds from the Universal Services Trust Fund are in compliance with a minimum standard of a "safety net" in terms of policy mechanisms present in the library to potentially prevent children from being exposed to prurient content online. Mr. Barron pointed out that the library does filter and can remove the filter by practice (there is no specific policy I place that covers this) for research, if requested. The policy put before the Board will require a hearing and a reading, that has been publicly advertised, and a formal hearing.

At that point, Mr. Adams asked the Board to entertain a motion to open a public hearing to review the policy and hear from the public on the matter of the proposed policy. A motion was made by Mrs. Thomas, with a second by Mrs. Jackson, passing by unanimous vote, to open the CIPA hearing. The policy was read and reviewed. Mr. Adams then asked if anyone from the public had any comment on the policy, none did. There being no questions, Mr. Adams called for a motion to approve the policy before the Board. A motion to approve was made by Mrs. Thomas, seconded by Mrs. Jackson, passing by unanimous consent of all members present. Mr. Adams then asked for a motion to close the hearing on the matter which was made by Mrs. Jenkins, with a second by Mrs. Jackson, passing by vote of all members present.

IX. Public Comment

 Mr. Barron commented on his previous instruction from the Board to gather information

 on the petrified tree at the Bogalusa Branch. Mr. Barron, working with Mr. Guy, Branch

 Manager, found an article from 1972 from the Daily News that highlighted the nature of

 the donation of the object to the library. Mrs. Lorraine Bourn, of the Museums at Cassidy

 Park, noted that the object is one that could and would be preserved and that it has a

 unique history. Mr. Adams said that it would be a good project to highlight and have it

 move to a less precarious location nearer to the building. The Friends of the Library could

 support such an effort as well as the Civic Association and other local groups.

X. Adjournment

 At 8:15 pm, a motion to adjourn was made by Mrs. Jackson, seconded by Mrs. Thomas,

 passing by unanimous vote of the members present.



Washington Parish Library

Library Board of Control

 2017 Meeting Schedule

Meetings:

LBOC (“Library Board of Control”) meetings are scheduled for the third Thursday of the month for January, February, April, August and September. For October, November may be scheduled for the third TUESDAY. Meetings may also be scheduled as necessary, given appropriate public notice.

 January, 17, 2017, 6:30 pm, Franklinton (Cancelled, Weather)

 February, 16, 2017, 6:30 pm, Franklinton

 April, 20, 2017, 6:30 pm, Bogalusa

 August, 17, 2017, 6:30 pm, Franklinton

 September, 21, 2017, 6:30 pm, Bogalusa

 October, 12, 2017, 6:30 pm, Franklinton

 November, 9, 2017, 6:30 pm, Bogalusa

Washington Parish Library

Library Board of Control

Bogalusa Branch

Thursday, October 27th, 2017, 6:30pm

 Meeting Minutes

I. Call to Order

 A call to order was made by the Board President at 6:30 pm.

II. Roll Call

 Roll was called by the director. Present were Mrs. Thomas, Mrs. Jackson, Mr. John Lewis and

 Mr. Westmoreland of the Library Board. Mr. Barron, Ms. Caruthers and Mr. Guy of the

 library staff were present. Councilman Lewis was present as was Mrs. Fornea of the Angie area.

III. Prayer

 A prayer was offered for Mr. Adams who is recovering from surgery.

IV. Approval of Last Regular Meeting Minutes

A motion was made by Mrs. Thomas, with a second by Mrs. Jackson to approve the minutes from September, given that the corrections be made. The motion passed by unanimous vote of all members present.

V. Director’s Report

 The director reported that all things are moving along quite well and that the staff has applied

 for and received nearly $25,000.00 in grant support and donations in the last year. The Enon

 staff, and in particular, Mrs. Porter, are responsible for the majority of the awards.

 The Book Festival was a success, but if there is a next one, it will likely be held in the Spring.

 Friends and the library will revisit the idea and possibly have a target date of the Spring of 2018.

 The director also noted that the statistics for the use of electronic resources are increasing and

 that there was a short, one-minute video on YouTube and Facebook whose subject was the

 Learning Express Library.

VI. Old Business

1. Consideration and discussion of using the Angie Junior High Property.

While there is much to consider, the Board must await a number of outside reports before forming any opinion. There is no favored option, whether it is a “Thomas” or “Enon” style solution or using the existing structure.

VII. New Business

1. Holiday Schedule

The proposed schedule is as follows:

**Holiday and Closure Schedule Washington Parish Library, 2017 (PROPOSED) (Now adopted)**

2017:

Monday, January 2nd, 2017, New Year’s Day

Monday, January 16th, 2017, Martin Luther King Day

Saturday, February 25th, 2017, Bogalusa Branch Closure (Parade, hours to be made up in the pay period)

Tuesday, February 28th, 2017, Mardi Gras Day

Friday, April 14, 2017, Good Friday

Monday, May 29, 2017, Memorial Day

Tuesday, July 4, 2017, Independence Day

Monday, September 4, 2017, Labor Day

Monday, October 9, 2017, Staff Training Day, Library Closed Report time 9 am.

Wednesday, October 18, 2017, Washington Parish Fair, opening day

Thursday, October 19, 2017, ½ day for the parish fair

Friday, October 20, 2017, ½ day for the parish fair

Saturday, October 21, 2017, Closed day for the parish fair

Thursday, November 23, 2017, Thanksgiving Day

Friday, November 24, 2017, day after Thanksgiving Day

Monday, December 25, 2017, Christmas Day

Notes: The Saturdays of the major Christian observances (Christmas & Easter, the 15th of April and 23rd of December) are CLOSED DAYS. This means that the staff will have these days off, but are not paid holidays.

On motion of Mrs. Thomas, with a second by Mrs. Jackson, the Board approved the schedule for 2017-18. The vote was unanimous.

1. Meeting Schedule

Meetings:

LBOC (“Library Board of Control”) meetings are scheduled for the third Thursday of the month for January, February, April, August and September. For October, November may be scheduled for the third TUESDAY.

Possible meetings for the Friends of the Washington Parish Library are the 4th Thursday of each month, as called by the president of the Friends.

Manager’s meetings will be for the first Wednesday of each odd-numbered month and will be held at Library Headquarters. (The Months of January, March, May, September & November).

There are no regular meetings scheduled during the summer, except as conditions need. This is due to the staff commitments to the Summer Reading Program.

1. Grant Discussion

As noted in the director’s report, the library has been the recipient of much help from the Friends, International Paper, the Dollar General Literacy Foundation, the Kyler Foundation and from 3D Systems. The grants have made a difference in programming, but the effort to get them has been considerable. The director stated that the library has had some shortfalls in state funding and that the grants help, but are not regular revenue.

1. Executive Session

On motion by Mrs. Thomas, with a second by Mrs. Jackson, the Board went into executive session to evaluate the director and discuss and his retention. The motion passed by unanimous voted of all members present. A motion to close was made by Mr. Lewis, with a second by Mrs. Jackson, passing unanimously by vote of all present.

A motion was made by Mrs. Jackson, with a second by Mr. Lewis, to amend line 102 of the library budget to accommodate this change. The motion passed unanimously by vote of all present.

IX. Public Comment

There was a discussion of the Angie Project by Mr. Lewis. The Library can act and has the funds to build, but there are many obstacles ahead.

X.  Adjournment

On Motion of Mrs. Thomas, with a second by Mrs. Jackson, the Board of Control motion to close the meeting at 8:17 pm. The motion had a unanimous vote of all members present.



Washington Parish Library

Library Board of Control

Franklinton Branch

Thursday, November 2, 2017. 6:30 PM

Meeting Agenda

1. Call to Order
2. Roll Call
3. Prayer
4. Approval of Last Regular Meeting Minutes
5. Director’s Report
6. Old Business
7. New Business
8. Budget Hearing/2018 Budget
9. Angie Contract
10. Public Comment
11. Adjournment



Washington Parish Library

Library Board of Control

Franklinton Branch

Thursday, November 2, 2017. 6:30 PM

Amended Meeting Minutes

1. Call to Order

The board was called into session by Mr. Westmoreland at 6:30 PM.

1. Roll Call

Present were:

Mr. Westmoreland

Mr. Adams

Mrs. Jackson

Ms. Ross

Mrs. Jenkins

Mrs. Thomas

1. Prayer

A Prayer was offered by Mrs. Thomas.

1. Approval of Regular Last Meeting Minutes

There were two sets of minutes to approve:

A motion to approve the minutes for September was made by Mrs. Jenkins, with a second by Mrs. Jackson and approved by voice vote of all members present.

A motion to approve the minutes for October was made by Mrs. Jenkins, with a second by Ms. Ross and approved by voice vote of all members present.

1. Director’s Report

Enon Completion

The director reported that the addition to the Enon Branch was completed and is in use. The space will allow the staff space for storage, a work area and an additional restroom. On consulting with Mrs. Holiday, the Director decided to delay any potential ceremony marking the completion of the work. The addition allows a large area in the center of the building for students to enjoy many of the activities provided by Mrs. Holiday and Mrs. Porter. The Friends of the Library gifted the Enon Staff a refrigerator and it is in use now. The director noted that there was some good news as far as the budget was concerned and that the library was in good standing. He said that more would be covered on this subject under New Business during the 2018 budget hearing.

1. Old Business

There was no old business to report on at this meeting.

1. New Business
2. 2018 Budget Hearing

A motion to open the budget hearing was made by Mr. Adams with a second by Mrs. Thomas and was passed by voice vote of all present.

The Director noted the revenue and expenditures for the current year. The budget was set as a percentage of overall revenue, with revenue ahead of expenses. With regard to the 2017 budget, Mrs. Graham noted that the library was in balance and it was not necessary to amend the 2017 budget.

2018 Proposed Budget

The Director stated that the 2018 budget looks much like the 2017: the revenues budgeted are much the same with a little different emphasis such as technology, programming and the budgeting for the American Library Association convention in New Orleans in June, 2018. This will allow any interested board or staff member the opportunity to attend. The members of the board reviewed the 2018 budget and noted the changes from the previous year. On motion of Mrs. Jenkins, with a second by Mrs. Thomas, a motion was made to open the hearing to public comment, unanimously passing by voice vote of all members present. A few comments were made concerning the library’s long term funding, but both the Director and Mr. Adams said that the library tries to stay within its means.

There being no further public discussion on the budget, a motion was made to close the budget hearing by Mr. Adams, with a second by Mrs. Ross, passing by vote of all members present.

A motion was made, after the public comment period, to accept the 2018 budget for the Washington Parish Library. A motion was made by Mr. Adams, with a second by Mrs. Thomas to adopt the proposed 2018 budget for the next year. The motion was discussed and Mr. Westmoreland called for a vote on the question at hand, which unanimously passed by voted of all members present.

1. Angie Contract

The Director presented the services contract from Nobles and Associates for the future Angie Branch. The contract contains a 10% for engineering services, and the buildings projected cost is $200,000.00, not including the fee. The Director further asked the board to consider a total project budget for the new facility. His reasoning for this was to allow for furniture, materials and other purchases as are necessary for the opening of a new facility. Mr. Adams said that what is prosed is not out of line, but he would like to see a review of the contract but the attorney of record for the library. Mr. Westmoreland said that a legal opinion would have to be considered before any action could be taken. The director said that he would seek the opinions of both the attorney, Mr. G. Wayne Kuhn and of the Director of Public Works, Mr. Leo Lucchesi in the coming weeks. A motion to defer action on the contract until it has been reviewed was made by Mr. Adams, with a second by Mrs. Ross, which passed by voice vote of all members present.

1. Public Comment

Mrs. Lorraine Bourn of the Friends of the Washington Parish Library noted that the Friends support library programming in the branches. She felt that the library administration should not be involved in controlling this process. Mrs. Bourn stated that the Friends give wide latitude of support and if emergency purchases are necessary, then they should be made. The branch manager should have the final word necessary.

1. Adjournment

A motion to adjourn was made by Mrs. Thomas at 7:50 PM. A second was made by Mrs. Jenkins which passed by a voice vote of all member s present.



Washington Parish Library

Library Board of Control

Franklinton Branch

Thursday, February 22, 2018. 6:30 PM

Meeting Agenda

1. Call to Order
2. Roll Call
3. Prayer
4. Approval of Last Regular Meeting Minutes
5. Director’s Report
6. Old Business
7. New Business
8. 2018 Budget
9. Angie Contract
10. Appointment
11. Public Comment
12. Adjournment



Washington Parish Library

Library Board of Control

Franklinton Branch

Thursday, February 22, 2018. 6:30 PM

Amended Meeting Agenda

1. Call to Order
2. Roll Call
3. Prayer
4. Approval of Last Regular Meeting Minutes
5. Election of Officers
6. Director’s Report
7. Old Business
8. New Business
9. 2018 Budget
10. Angie Contract
11. Appointment
12. Ms. Bourne
13. Personnel Policy
14. Public Comment
15. Executive Session (Director Evaluation)
16. Adjournment

 Washington Parish Library

Library Board of Control

Franklinton Branch

Thursday, February 22, 2018. 6:30 PM

Meeting Minutes

**I Call to Order**

The board was called into session by Mr. Westmoreland at 6:30 PM.

**II Roll Call**

Present were:

Mr. Westmoreland

Mr. Adams

Ms. Jackson

Ms. Ross

Ms. Jenkins

Ms. Thomas

**III Prayer**

A prayer was offered by Ms. Jackson.

**Amend Agenda**

A motion was made by Ms. Thomas to amend the agenda to:

1. Put “Election of Officers” after the Approval of Last Meeting Minutes
2. Put Ms. Bourne under New Business as letter D
3. Put Personnel Policy under New Business as letter E

Second by Ms. Ross. All Board Members agreed. The motion was passed. The new amended agenda is attached with the minutes.

**IV Approval of Regular Last Meeting Minutes**

A motion was made by Ms. Jackson to accept the minutes with the amendments Mr. Adams added to include concern from a citizen about the use of gift cards and supplies for the Bogalusa Branch. The motion was second by Mr. Adams. All Board Members agreed. The motion was passed.

**V Election of Officers**

A motion was made by Ms. Ross to re-elect Mr. Westmoreland as president, Mr. Adams as vice-president and to elect Ms. Thomas as Treasurer / Secretary for 2018. The motion was second by Ms. Jenkins. All Board Members agreed. Motion was passed.

**VI Director’s Report**

The air condition has been replaced at the Bogalusa Branch. Bogalusa has been given new chairs from the St. Tammany Library that will replace the wire chairs at the branch. Staff Members went to a Summer Reading Program workshop and to a staff day workshop.

**VII Old Business**

There was no old business to report on at this meeting.

**VIII New Business**

1. **2018 Budget**

The Director presented the Board with a spread sheet showing the budget from 2006 until 2018 comparing how much the revenue has changed over that time period. It was noted that the State Revenue Sharing has been decreasing significantly.

The library has hired a Consultant to help with the E-rate grant. Hospitalization has gone up for the employees. A new microfilm reader was purchased for the Bogalusa Branch.

**Projects at Large**

**Thomas**

1. Meeting room is needed. Would be used by the community and the staff. The extension would be similar to Enon, but a litter bigger. Mr. Thomas needs to be contacted about using the land.
2. Rebuild ramp with cover. Wood is starting to crumble.
3. Add a second bathroom

The Director presented the Board with an estimated price for the project.

**Bogalusa**

1. Close in the carport to give the branch a larger meeting room.
2. Make a manager’s office
3. Tree roots are damaging the slab
4. Renovate bathrooms

**Franklinton**

1. Reorganize library
2. Renovate bathrooms
3. **Angie Contract**

Both Ms. Donna Graham, the Director of Finance at the Parish Government and Mr. Wayne Kuhn, the Parish Government Lawyer has reviewed the contract.

A motion was made by Mr. Adam to accept the contract for the Angie Branch and Ms. Ross second the motion. All Board Members agreed. The motion was passed. The contract was signed by the Board President.

The architect will be working with the Director to make a plan for the new Angie Branch.

Mr. Barron asked to keep all contractors local if possible and that the Parish Government would probably have a new Director of Public Works by the time the project would begin

1. **Appointment**

Mr. Lewis is no longer able to serve on the Board because he is ill. Ms. Suzanne Betts would like to join the Board. She has a back ground in library, education and technology.

A motion was made by Ms. Thomas to appoint Ms. Suzanne Betts to the Washington Parish Library Board. The motion was second by Ms. Ross. All Board Members agreed. Motion was passed.

1. **Ms. Bourne**

Ms. Bourne expressed concerns about:

1. Being notified when board meetings are cancelled
2. Reading minutes from previous meetings
3. Concerns about the Bogalusa Branch were not put in minutes from previous meetings
4. Board members are not responding to her concerns
5. Employees should be able to talk to Friends about Bogalusa Branch
6. Petition was sent out to get Anna Fendalson back on Bogalusa staff
7. Bogalusa Branch gift cards
8. Bogalusa Branch staff had to clean the library for seven months, because they didn’t have anyone to do it

Mr. Westmoreland and Mr. Adams assured Ms. Bourne that her concerns would be addressed.

1. **Personnel Policy**

A motion was made by Mr. Adams to change and add to personnel policy of the Washington Parish Library Board of Control as follows:

1. That all hiring, firing, promotion, demotion, salaries increase, salaries decrease of all personnel of authority must be presented to the Board for approval for a vote. This applies to Assistant Branch Managers, Assistant Director, and Director of the system.
2. No employee shall be paid more than the Director or Assistant Director within the library system.
3. The position of Assistant Director to Administration is to be eliminated from the budget, account number 0294000.10200. This savings to the payroll shall be used to provide raises to all employees that are been paid less than $10.00 an hour to be brought in compliance with the Washington Parish minimal wage of $10.00 per hour.
4. Accumulated sick leave must be used for outage do to sick leave, will not be paid on the termination of any employee.
5. Amend the 2018 budget to be approved at the next board meeting to reflect

any changes that are needed to the budget

Motion was second by Ms. Thomas. All Board Members agreed. Motion was passed.

**Discussion before vote about the personnel policy motion:**

Mr. Westmoreland wanted to know if this was for all the positions. Mr. Adams said all positions are created by the Board so all other positions that are created must be approved by the Board. This would apply to the Assistant Managers and Branch Managers that have authority over people in the system. People that fill these positions must be approved by the Board.

Ms. Adams said these are people that are run the library system for the Board.

Mr. Westmoreland said this would limited the Director to put people were they need to be. Mr. Adams said this would not. The Director can choose them but the Board will approve them and any position that is created.

Ms. Ross asked that Mr. Adams would state in his motion that the Director will still have the authority to place people. Mr. Adams said he would. Mr. Adams it would be people that have authority over the staff. All other position would continue as is.

Mr. Westmorland said that the Director would be able to appoint the person. Mr. Adams said yes and that the Director could take temporary action if necessary.

Only the administrative positions would be working directly for the Board, Mr. Adams stated. Mr. Westmorland said he like that it gives the administrators some legal standing if something would happen that was an ethical type issues. That this would not apply to disciplinary actions. Mr. Adams said this would only be for the hiring and firing of these personnel.

Mr. Adams gave an example about the School Board hiring process, that the Board is the one that gives the final approval for hiring the employee.

Mr. Westmoreland said that was what he wanted to hear, that the Director would chose the employees and the Board would have the final approval. The Board would not be doing the interviews. Mr. Westmoreland said he was comfortable with Mr. Adams explanation.

**XI Public Comment**

There were no public comments to report on at this meeting.

Mr. Westmoreland said the agenda have to be opened again because Executive Session was not on the agenda. A motion was made to amend the agenda by Mr. Adams and second by Ms. Thomas. All Board Members agreed. Motion was passed.

**X. Executive Session (Director Evaluation)**

Mr. Adams made a motion that everybody could leave and the Board would go into executive session for the evaluation of the Director, because it can’t be done in public. The motion was second by Ms. Thomas. All Board Members agreed. Motion was passed.

A motion was made by Ms. Jenkins to come out of Executive Session. The motion was second by Ms. Ross. All Board Members agreed. Motion was passed.

**XI Adjournment**

A motion to adjourn was made by Ms. Thomas at 9:47 PM. A second was made by Ms. Jenkins which passed by a voice vote of all members present.



Washington Parish Library

Library Board of Control

Enon Branch

Thursday, March 22, 2018. 6:30 PM

Meeting Agenda

1. Call to Order
2. Roll Call
3. Prayer
4. Approval of Last Regular Meeting Minutes
5. Director’s Report
	1. Newsletter
6. Old Business
7. New Business
	1. Executive Session – Personnel (Position Upgrades)
	2. Discussion of Angie Branch Options
	3. Surplus property
8. Public Comment
9. Adjournment



Washington Parish Library

Library Board of Control

Enon Branch

Thursday, March 22, 2018. 6:30 PM

Meeting Minutes

1. **Call to Order**

 The board was called into session by Mr. Westmoreland at 6:45 PM.

1. **Roll Call**

Present were:

Mr. Westmoreland

Mr. Adams

Mrs. Jackson

Ms. Ross

Mrs. Jenkins

Mrs. Thomas

1. **Prayer**

A prayer was offered by Mrs. Thomas.

1. **Approval of Last Regular Meeting Minutes**
2. Approval of November amendments to the 11/2017 LBOC meeting

Motion to approve made by: Mrs. Ross, Second: Mrs. Jenkins, passing by voice vote of all present

1. Approval of February 22, 2018 regular meeting minutes

Motion to approve made by: Mrs. Ross, Second: Mrs. Thomas, passing by voice vote of all present

1. **Director’s Report**
2. **Newsletter**
3. **Old Business**

None

1. **New Business**
2. **Executive Session – Personnel (Position Upgrades)**

The Board decided that it was not necessary to go into Executive Session

1. **Discussion of Angie Branch Options**

The Director asked the Board to consider a Building Committee to review the changes to the Angie Branch and to meet with the Board and the Parish Boards 9 Planning, etc.)

Committee Members:

Mr. Levi Lewis, of the Parish Council

Mrs. Ross

Mrs. Jackson

Mrs. Thomas

Mrs. Jenkins

1. **Surplus Property**

A motion was made to discard the white chairs at the Bogalusa Branch by Mrs. Thomas, with a second by Mrs. Jackson, passing by voice vote of all present. The Director is to seek the help of Parish Government in the proper process of property disposal for the chairs. This is to ensure that all laws are followed and accountability maintained.

1. **Public Comment**

None

1. **Adjournment**

 A motion to adjourn was made Mrs. Jenkins with a second by Mrs. Ross, passing vote of all

 members present.



Washington Parish Library

Library Board of Control

Bogalusa Branch

Thursday, April 19, 2018. 6:30 PM

Meeting Agenda

1. Call to Order
2. Roll Call
3. Prayer
4. Approval of Last Regular Meeting Minutes
5. Director’s Report
6. Old Business
7. New Business
	1. Discussion of Angie Branch Options/Mr. Lee’s comments
	2. Thomas Branch Addition
8. Public Comment
9. Adjournment



Washington Parish Library

Library Board of Control

Bogalusa Branch

Thursday, April 19, 2018. 6:30 PM

Meeting Minutes

1. **Call to Order**

The meeting was called to order at 6:35 PM

1. **Roll Call**

Present were:

Mr. Westmoreland

Mrs. Jackson

Mrs. Betts

Mrs. Thomas

1. **Prayer**

A prayer was offered by Mrs. Jackson

1. **Approval of Last Regular Meeting Minutes**

There was a motion to approve the minutes of the March 22, 2018 meeting. The motion was made by Mrs. Thomas with a second by Mrs. Jackson, passing by vote all members present.

There was a correction, post approval pointed out by Mrs. Bourn regarding the chairs at Bogalusa that were declared surplus. Mrs. Bourn pointed out that the chairs are worth something as object d’art and that this should be taken into consideration when they are offered for auction.

A motion for this correction was made by Mrs. Thomas with a second by Mrs. Jackson, passing by vote all members present.

1. **Director’s Report**
2. Marion Porter, of the Enon staff, has obtained a $10,000 International Paper grant to help defray the costs for the summer reading program.
3. The library has secured $18,000.00 in Tier II ERATE funding for the current year. The award will be used to enhance Wi-Fi services in the libraries.
4. The part-time and full-time staff has received raises.
5. Interviews will be conducted for the full-time Assistant Manager positions on Monday.
6. There are three proposals for the meeting room walls for the Angie Branch. Mr. Lee of Nobles and Associates will have some proposals under New Business.
7. There is a quote ($38,500) from Eric Newman Construction for the work to be done on the Thomas Branch.
8. Board members and staff are eligible to attend ALA conference and budgetary provisions were made to accommodate those who desire to attend.
9. **Old Business**

None

1. **New Business**
2. **Discussion of Angie Branch Options/Mr. Lee’s comments**

Mr. Lee highlighted some of the options with the doors to the meeting room in the new facility. The Board opted for the lesser-expensive options 1 and 2.

1. **Thomas Branch Addition**

The Board reviewed the cost and options of the Thomas addition and decided to move forward with this project, on a motion by Mrs. Thomas, with a second by Mrs. Betts, passing by vote of all members present. The Board President instructed the Director to put a resolution together for the work on the Thomas Branch.

1. **Public Comment**

Mrs. Bourn expressed some concerns:

* + - 1. “What are the expectations of the role of the Friends of the Library?”

Mr. Westmoreland assured Mrs. Bourn that the Friends serve a vital role in funding projects which benefit the library. He also added that the Board was appreciative of everything the Friends have done for the library and value their support in the community.

* + - 1. She felt that the chairs or library property should be surpluses and sold at a profit and not merely "dumped" for a bargain basement price. On antique websites, some of the chair could sell for 100 to 800 dollars. She asked that the laws be followed on the disposition of the items form the library. The board agreed that any disposition would follow state law.
			2. Expect administration to observe open meeting laws. Need to communicate with public.
			3. Mr. Levi Lewis stressed the importance of keeping the public informed. He also asked when the projection date for construction of Angie Branch to begin. It is difficult to determine at this time.
1. **Adjournment**

A motion to adjourn was made by Mrs. Betts with a second by Mrs. Thomas, passing vote of all members present.



Washington Parish Library

Library Board of Control

Franklinton Branch

Thursday, May 17, 2018. 6:30 PM

Meeting Agenda

 I. Call to Order

1. Roll Call
2. Prayer
3. Approval of Last Regular Meeting Minutes
4. Director’s Report
5. Old Business
6. New Business

A. Approval of final plans for Angie

B. Approval of renovation plans for Thomas

C. Employee Options/457 Plan- Deferred Compensation for employees

1. Public Comment
2. Adjournment

Washington Parish Library

Library Board of Control

Franklinton Branch

Thursday, May 17, 2018. 6:30 PM

Meeting Minutes

1. **Call to Order**

Mr. Westmoreland called the meeting to order at 6:50 pm

1. **Roll Call**

Present were Mrs. Betts, Mr. Westmoreland, Mr. Adams, Mrs. Jenkins and Mrs. Thomas. Mrs. Ross and Mrs. Jackson were absent

1. **Prayer**
2. **Approval of Last Regular Meeting Minutes**

A motion was made to approve the April minutes with corrections to public comments made during the last meeting. A motion was made by Mrs. Thomas, with a second by Mrs. Betts. The motion passed by voice vote of all members present, none dissenting.

1. **Director’s Report**

The Director highlighted some of the topics on the agenda under new business and stressed that an employee savings plan would not be a cost to the library, but would allow both full and part-time employees a chance to save and invest.

1. **Old Business**
2. **New Business**
3. **Approval of final plans for Angie**

There will be a special meeting on the May 24, 2018 to deal with the aspects of Angie. Mr. Lee of Nobles and Associates will be present with plans in hand.

1. **Approval of renovation plans for Thomas**

Mr. Adams mentioned that there needed to be more “meat on the bones” of the proposal there should be more definitive details of the additions to the building

1. **Employee Options/457 Plan- Deferred Compensation for employees**

The Director pointed out that a public employees 457 plan would be a no cost (to the system) savings and investment option.

1. **Public Comment**

Mrs. Bourn asked "If there is litigation against the library, will you announce it in an open meeting? To which Mr. Adams replied “At this point, the library is not involved in any litigation. If litigation is filed we will announce it in a public forum, but at this time there is no action filled. "

1. **Adjournment**

A motion to adjourn was made Mrs. Thomas, with a second by Mrs. Jenkins, unanimously, at 7:20 pm.



Washington Parish Library

Library Board of Control

Building Planning Meeting

Bogalusa Branch

Thursday, May 24, 2018. 6:30 PM

Meeting Agenda

1. Call to Order
2. Roll Call
3. New Business

 A. Approval of plans for Angie

1. Public Comment
2. Adjournment



Washington Parish Library

Library Board of Control

Building Planning Meeting

Bogalusa Branch

Thursday, May 24, 2018. 6:30 PM

Meeting Minutes

1. **Call to Order**

Mr. Westmoreland called the Board to order at 6:41 PM

1. **Roll Call**

Present were Mr. Westmoreland, Mrs. Ross, Mrs. Jenkins, Mrs. Thomas and Mr. Adams. Absent were Mrs. Jackson and Mrs. Betts.

1. **New Business**

**A. Approval of plans for Angie**

Discussion: The plans were presented by Mr. Steven Lee of Nobles and Associates. He noted the changes that had been asked for since the last meeting (a set of doors from the meeting room into the branch, a pass-through door into staff room. The discussion then switched to the brick façade of the building. In discussion, the board indicated that they would survey the plans and study different forms of brick left at the Bogalusa branch. Mr. Adams and Mrs. Jenkins did not care for the originally-proposed cinder block course along the lower perimeter of the building. In discussing what was necessary to proceed, Mr. Adams asked Mr. Lee what he would need and Mr. Lee stated that he would just need an approval of the plans. With that, Mr. Westmoreland called for a motion to approve the plans as they appear; Mr. Adams made the motion, seconded by Mrs. Thomas, passing by voice vote of all members present.

1. **Public Comment**
2. **Adjournment**

A motion to adjourn was made by Mrs. Jenkins, with a second by Mrs. Thomas, passing by vote of all members present



Washington Parish Library

Library Board of Control

Franklinton Branch

Thursday, August 23, 2018, 5 PM

Meeting Agenda

1. Call to Order
2. Roll Call
3. Prayer
4. Approval of Meeting Minutes

-Approval of May 17, 2018 Minutes (regular meeting)

-Approval of May 24, 2018 Minutes (building planning meeting)

1. Director’s Report
2. Old Business

-Considerations for the Northeast Branch (Angie)

1. New Business

-Recognition of Staff

-Executive Session (strategy session)

1. Public Comment
2. Adjournment

Washington Parish Library

Library Board of Control

Franklinton Branch

Thursday, August 23, 2018, 5 PM

Meeting Minutes

1. **Call To order**

 Mr. Westmoreland called the meeting to order at 5:20 pm

1. **Roll Call**

Present were Mrs. Ross, Mrs. Jenkins, Mrs. Jackson, Mrs. Betts, Mrs. Thomas and Mr. Westmoreland. Mr. Adams was absent.

1. **Prayer**

Mr. Westmoreland asked Mrs. Jackson to lead the opening prayer.

1. **Approval of Meeting Minutes**

**Approval of May 17, 2018 regular meeting minutes:**

There was some discussion on the approval of the meeting minutes;

Public comment was made regarding legal action petitioning the library to produce documents under a public documents request. The library produced the documents for the attorney in question. Mr. Adams stated, at the May meeting that the library is not presently in litigation. Mr. Barron pointed out that the upcoming court action only deals with a Public Records Request under that statute, the results of this action will be announced at the next regular board meeting.

A motion was made to approve the minutes by Mrs. Ross with a Second by Mrs. Thomas, passing by voice vote of all members present.

**Approval of May 24, 2018 building planning meeting minutes**:

Mr. Steven Lee, with Noble and Associates, discussed potential choices and issues for the Angie Branch. One of the biggest are the regulatory hurdles faced during the approval process. Mr. Lee and Mr. Barron will be meeting with Parish Government to discuss the building in the near future.

A motion was made to approve the minutes by Mrs. Jenkins with a Second by Mrs. Thomas, passing by voice vote of all members present.

1. **Director’s Report**

Mr. Barron asked to shift the balance of his time for the report to new business.

1. **Old Business**

**Considerations for the Northeast Branch (Angie)**

Mr. Steven Lee reported that there will be many issues ahead for the branch. Parking is currently the biggest issue that faces state approval. The Department of Health and Hospitals will have to look at the physical plant.

1. **New Business**

**Recognition of staff**

Mr. Barron took a few minutes to recognize staff members that have contributed significantly to the enhancement of library services. Recognized were Mrs. Winola Holiday, Mrs. Marian Porter and Mrs. Connie Miller. They have worked together on the programming committee and applied for and won $45,000.00 in grants for the library over the last three years. It was noted that Mrs. Miller has over 20 years of service to the library.

1. **Public Comment**

Mrs. Bourn commented on the petition before the court regarding a public records request Mr. Barron stated that when that matter is disposed before the court, it would be noted.

1. **Adjournment**

A motion to adjourn was made by Mrs. Betts with a second by Mrs. Thomas, passing by voice vote of all members present.



Washington Parish Library

Library Board of Control

Franklinton Branch

Thursday, September 27, 2018. 6:30 PM

Meeting Agenda

1. Call to Order
2. Roll Call
3. Prayer
4. Approval of Last Regular Meeting Minutes
5. Director’s Report
6. Old Business
7. New Business

A. Budget Hearing 2018 & 2018 budgets

B. Leave proposals for employees

C. Angie update

D. Insurance update (Errors & Omissions policy)

E. ERATE update.

1. Public Comment
2. Adjournment

 Washington Parish Library

Library Board of Control

Franklinton Branch

Thursday, September 27, 2018. 6:30 PM

Meeting Minutes

1. **Call to Order**

Mr. Westmoreland called the meeting to order at 6:30 pm

1. **Roll Call**

Present were Mrs. Ross, Mrs. Jenkins, Mrs. Jackson, Mrs. Betts, Mrs. Thomas, Mr. Westmoreland and Mr. Adams.

1. **Prayer**

Mr. Westmoreland asked Mrs. Thomas to lead the opening prayer.

1. **Approval of Last Regular Meeting Minutes**

A motion was made to approve the August 23, 2018 minutes by Mrs. Ross with a Second by Mrs. Jackson, passing by voice vote of all members present.

1. **Director’s Report**
2. No news about Angie, still waiting on State to approve project
3. Ken Wheat with Parish Government wants to pull up speed bumps so library patrons can use Bogalusa parking lot near hospital.
4. Franklinton Branch floors will be cleaned and waxed on Thursday and Friday of the fair, since library will be closed.
5. **Old Business**

$4400 in attorney fees have been paid to cover court costs in previous litigation.

1. **New Business**
2. Budget Hearing 2018 & 2019 budgets

Two adjustments to 2018 Budget were needed:

1. Budget Line 10200 –Salaries from $460,000 to $475,000 (Increase by $15,000)
2. Budget Line 35000 –Professional Services from $5700 to $11,000 (Increase by $5300)

A motion was made by Mr. Adams to accept the 2018 Budget with the two adjustments with a Second by Mrs. Betts, passing by voice vote of all members present.

A motion was made by Mr. Jenkins to accept the proposed 2019 Budget with a Second by Mrs. Ross, passing by voice vote of all members present.

1. Leave proposals for employees

Personnel policy handbook needs to be revised.

1. Angie update

No new update

1. Insurance update (Errors & Omissions policy)

Crime policy was discussed. In addition, forms were handed out for Board members to provide information for insurance.

1. ERATE update

Library can expect an additional $20,000 in budget since ERATE credits libraries directly instead of having to keep it in reserve while library waits for reimbursement.

1. **Public Comment**

None

1. **Adjournment**

A motion to adjourn was made by Mrs. Betts with a second by Mrs. Thomas, passing by voice vote of all members present.



Washington Parish Library

Library Board of Control

Franklinton Branch

Thursday, November 1, 2018. 6:30 PM

Meeting Agenda

1. Call to Order
2. Roll Call
3. Prayer
4. Call to Executive Session (Motion required)
5. Subject : Employee Appeal
6. Closure of Executive Session (Motion required)
7. Decision (Roll call vote if necessary)
8. Adjournment (Motion Required)



Washington Parish Library

Library Board of Control

Franklinton Branch

Thursday, November 1, 2018. 6:30 PM

Meeting Minutes

1. **Call to Order**

Mr. Westmoreland called the meeting to order at 6:35 pm

1. **Roll Call**

Board Members Present:

Mr. Jim Adams

Mrs. Suzanne Betts

Mrs. Louella Jackson

Mrs. Katherine Jenkins

Mrs. Emma Ross

Mr. Richard Thomas- ex officio (Parish President)

Mrs. Sally Thomas

Mr. Donald Westmoreland

Attorney’s Present:

Mr. Dwayne Kuhn- representing Library

Mr. Patrick Murray- representing Anna Fendalson

Mr. John Thomas- representing Anna Fendalson

1. **Prayer**

Mr. Westmoreland asked Mrs. Jackson to lead the opening prayer.

1. **Call to Executive Session (Motion required)**

A motion was made by Mrs. Thomas to go into executive session with a Second by Mrs. Jenkins, passing by voice vote of all members present.

1. **Subject : Employee Appeal**

A motion was made by Mrs. Jackson to open the discussion with the stipulation on record that it would be an open meeting waving rights to Ms. Fendalson’s privacy. Second by Mrs. Jenkins, passing by voice vote of all members present.

1. Closure of Executive Session (Motion required)

**Motion: To come out of executive session**

First: Katherine Jenkins

Second: Suzanne Betts

Vote: Unanimous

1. Decision (Roll call vote if necessary)

**Motion: To take matter under advisement**

First: Jim Adams

Second: Suzanne Betts

Vote: Unanimous

1. Adjournment (Motion Required)

**Motion: To adjourn**

First: Katherine Jenkins

Second: Sally Thomas

Vote: Unanimous