



Washington Parish Library
Library Board of Control
Franklinton Branch
Thursday, March 16, 2023, 5:30pm
Meeting Minutes

- I. Call to order by Mrs. Suzie Betts at 5:39pm
Roll Call by Mrs. Sonnet Ireland.
Board Members present: Ms. Kewanda August, Mrs. Suzie Betts, Ms. Penny Moses, Ms. Emma Ross, and Mrs. Sally Thomas.
- II. Invocation by Ms. Penny Moses.
- III. Pledge of Allegiance by Mrs. Sally Thomas.
- IV. Approval of Agenda
A motion was made by Ms. Moses to accept the agenda as written; seconded by Ms. Ross. All present Board Members agreed.
Motion passed.
- V. Approval of Minutes from Thursday, January 19, 2023
A motion was made by Ms. Moses to accept the January 19, 2023 minutes as written; seconded by Ms. Ross. All present Board Members agreed.
Motion passed.
- VI. Old Business
 - A. Collection Development Policy Update
Mrs. Thomas suggested that the new policies be published in the Era-Leader, as the record of the Parish, in order for patrons to be aware of them.
A motion was made by Mrs. Thomas to approve the Collection Development Policy as written; seconded by Ms. Ross.
Mrs. Suzie Betts: Yes
Mrs. Sally Thomas: Yes Ms. Emma Ross: Yes
Ms. Kewanda August: Yes Mr. Donald Westmoreland: Absent
Ms. Penny Moses: Yes
Motion passed.
 - B. Challenged Material Policy
A motion was made by Ms. Moses to approve the Challenged Material Policy as written; seconded by Ms. Ross.
Mrs. Suzie Betts: Yes
Mrs. Sally Thomas: Yes Ms. Emma Ross: Yes
Ms. Kewanda August: Yes Mr. Donald Westmoreland: Absent
Ms. Penny Moses: Yes

Motion passed.

C. Distribution of Materials in the Library Policy

A motion was made by Ms. Moses to approve the Distribution of Materials in the Library Policy as written; seconded by Ms. Ross.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Yes

Mr. Donald Westmoreland: Absent

Ms. Penny Moses: Yes

Motion passed.

D. Display Policy

A motion was made by Ms. Moses to approve the Display Policy as written; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Yes

Mr. Donald Westmoreland: Absent

Ms. Penny Moses: Yes

Motion passed.

VII. New Business

A. New Franklinton Branch Manager

Library Administration interviewed two great candidates for the position of Franklinton Branch Manager. The Library Director recommends Ms. Aerial Mathews for the position.

A motion was made by Ms. Moses to accept Ms. Aerial Mathews as the new Branch Manager for Franklinton Branch; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Yes

Mr. Donald Westmoreland: Absent

Ms. Penny Moses: Yes

Motion passed.

B. Angie Location

Mrs. Ireland shared the inspection report for the new Angie Branch building. Luckily, most of the work needed seems to be minor. Mrs. Ireland, however, wanted the Board to decide on the hours for the Angie Branch when it opens in order to hire staff for the new positions. Based on patrons' comments to the Thomas Branch, Mrs. Ireland suggested that the Angie Branch have the same hours as the Enon Branch in an effort to provide patrons in that area with library access Mondays through Fridays. The Board agreed with the caveat that the hours may change in the future, based on community need.

The Enon Branch is open Tuesdays, Wednesdays, and Thursdays, 9am-5pm; Fridays 10am-5pm; and is closed 12pm-1pm daily for lunch. A motion was made by Ms. Moses to accept the hours of operation recommended by the Director for the Angie Branch; seconded by Ms. Ross.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Yes

Mr. Donald Westmoreland: Absent

Ms. Penny Moses: Yes

Motion passed.

Mrs. Ireland requested that the Board approve a poll vote for three open positions in the Library to allow those positions to be filled before the next Board meeting: Assistant Branch Manager at Franklinton, Branch Manager at Angie, and Assistant Branch Manager at Angie.

A motion was made by Mrs. Thomas to allow for a poll vote for these positions (which would be affirmed at the May Board meeting) to allow the Library to move forward with hiring more swiftly; seconded by Ms. Moses.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Yes

Mr. Donald Westmoreland: Absent

Ms. Penny Moses: Yes

Motion passed.

C. Friends of the Washington Parish Library's Staff Appreciation Luncheon. Approval requested to close all library branches on Wednesday, April 26, 11:30am-1:30pm to allow staff to attend their annual Staff Appreciation Luncheon. Ms. Ross was concerned that this might not provide enough time for staff to leave their branches and reach the lunch location.

A motion was made by Mrs. Thomas to close all library branches on Wednesday, April 26, 11am-2pm to allow staff to attend their annual Staff Appreciation Luncheon; seconded by Ms. August.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Yes

Mr. Donald Westmoreland: Absent

Ms. Penny Moses: Yes

Motion passed.

D. Updating Documents

1. Board Bylaws and Policies

Mrs. Ireland provided the Board with documents related to the purpose and function of the Board and the Library for review. This includes the Bylaws of the Library Board of Control.

A motion was made by Mrs. Thomas to have the Board review these documents and bring any comments to the next Board meeting; seconded by Ms. Moses.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Yes

Mr. Donald Westmoreland: Absent

Ms. Penny Moses: Yes

Motion passed.

2. Policies Currently Under Review

Mrs. Ireland described the process she uses to update policies: reviewing the old policy, reviewing the policies of several other library systems in Louisiana, revising the policy to fit the needs of the Library and the community, sending the policy to managers and/or staff for review and feedback, sending the policy to Mr. Wayne Kuhn for any possible legal issues (as appropriate), and then presenting the new policy to the Board for consideration.

She has just finished this process with the Unattended Children Policy, and she is in the middle of this process with several other policies, including the Meeting Room Policy, the Electronic Access Policy, and Appropriate Behavior Policy.

A motion was made by Ms. Moses to accept the Unattended Children Policy as written; seconded by Ms. Ross.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Yes

Mr. Donald Westmoreland: Absent

Ms. Penny Moses: Yes

Motion passed.

E. Retirements

1. Recognition of Ms. Bonnie Dier, Franklinton Branch Manager

Ms. Dier is retiring from the Library after almost 15 years of service with the Washington Parish Library. Her last day will be Friday, March 24th.

2. Recognition of Mr. James Adams, Board Member

After 15 years of service, Mr. Adams resigned from the Board effective Tuesday, January 31st. The Library and community thank Mr. Adams for his service and dedication.

Since neither Ms. Dier or Mr. Adams were able to attend the meeting, the Board suggested recognizing each of them at the Staff Appreciation Luncheon on April 26th.

A motion was made by Ms. Moses to recognize both Mr. Adams and Ms. Dier at the Staff Appreciation Luncheon; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Yes

Mr. Donald Westmoreland: Absent

Ms. Penny Moses: Yes

Motion passed.

VIII. Correspondence and Communication

- Mrs. Etta Magee and Mrs. Sonnet Ireland met with Mrs. Donna Graham, Mrs. Terry Morgan, and Mrs. Kristin Spears on Friday, February 10th. During the meeting, Mrs. Graham suggested the idea of the Library coming entirely under the Washington Parish Government Handbook. Mrs. Ireland agreed to review the handbook and ask the Board to review it as well. Mrs. Ireland expressed some concern about the Bereavement Leave leave policy stating “per year.” Mrs. Graham stated that concerns can be discussed for possible adjustment.
- Mrs. Suzie Betts, Mrs. Etta Magee, and Mrs. Sonnet Ireland all attended the morning session of the Good Government Training on Wednesday, March 1st. Ms. Penny Moses attended the afternoon session. Handouts from the session were provided to the Board.
- Several bills have come up in the Louisiana Legislature that affect libraries. Mrs. Ireland discussed House Bill #25, Senate Bill #7, and House Bill #102.

IX. Director’s Report - see attached report

A motion was made by Ms. Moses to accept the Director’s report as written and presented; seconded by Ms. Ross.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Yes

Mr. Donald Westmoreland: Absent

Ms. Penny Moses: Yes

Motion passed.

X. General Public Comment - None

XI. Adjournment

A motion was made to adjourn by Mrs. Thomas; seconded by Ms. Moses. All Board Members agreed. Motion passed. Meeting adjourned at 7:31pm.

The next meeting is scheduled for 5:30pm Thursday, May 18, 2023 at the Bogalusa Branch.