



Washington Parish Library
Library Board of Control
Thomas Branch
Thursday, May 18, 2023, 5:30pm
Meeting Minutes

I. Call to order by President Suzie Betts at 5:33pm.

Board Members present: Mrs. Suzie Betts, Ms. Penny Moses, Mr. Perry Talley, Mrs. Sally Thomas, and Mr. Donald Westmoreland

Absent: Ms. Emma Ross

Special note: Mr. Talley entered the meeting at 6pm; Mrs. Thomas left the meeting at 6:15pm. At all times a quorum was maintained.

II. Invocation by Mrs. Etta Magee

III. Pledge of Allegiance by Ms. Penny Moses.

IV. Approval of Agenda

A motion was made by Mrs. Thomas to accept the agenda with one adjustment (the correction of a typo under item V. Approval of the Minutes. Item B was written as Monday, April 17, 2024 instead of Monday, April 17, 2023); seconded by Ms. August. All present Board Members agreed.

Motion passed.

V. Approval of Minutes

A. Thursday, March 16, 2023

B. Monday, April 17, 2023

A motion was made by Ms. Moses to approve the minutes from the meeting on Thursday, March 16, 2023 and the minutes for the meeting on Monday, April 17, 2023 as written; seconded by Mr. Westmoreland. All present Board Members agreed.

Motion passed.

VI. Old Business

A. Retirements, Recognition of

1. Ms. Bonnie Dier, Franklinton Branch Manager

2. Mr. James Adams, Board Member

The Library will mail Ms. Dier and Mr. Adams their certificates.

B. Updating Board Documents

1. Board Bylaws and Policies

a) Policy on Public Comments re: times

Mrs. Ireland presented a policy on Public Comments to the Board. In the event of a large turnout for a meeting where there is a need to maintain order and ensure everyone who wishes to speak has the chance, this policy can be enacted by the Board President. It will limit comments to 3 minutes. Any member of the public who wishes to comment, may fill out a form that provides the option to either enter their comments into the written record without speaking or to share their comment verbally with the Board. Mrs. Ireland based this policy on how other libraries have had to handle large crowds (100+) attending Board meetings and wishing to comment. The Library is in the process of purchasing a large digital timer for this purpose. A motion was made by Mrs. Thomas to accept the policy; seconded by Mr. Westmoreland.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Absent

Ms. Kewanda August: Yes

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Mr. Donald Westmoreland: Yes

Motion passed.

2. Policies Currently Under Review - Board is still reviewing the LBOC bylaws.

C. Affirming New Staff

1. Franklinton Branch - Assistant Branch Manager

2. Thomas Branch - Assistant Branch Manager

3. Angie Branch - Branch Manager

In accordance with the decision of the Board at the March 16th meeting (VII. B.) to approve a poll vote for these positions to allow the Library to move forward with hiring, the Library hired the following people:

Ms. Amber Shepler as the Assistant Branch Manager for Franklinton

Ms. Lisa Bremer as the Assistant Branch Manager for Thomas

Mrs. Jennifer Seals as the Branch Manager for Angie.

A motion was made by Ms. August to affirm all three candidates for their respective positions; seconded by Ms. Moses.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Absent

Ms. Kewanda August: Yes

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Mr. Donald Westmoreland: Yes

Motion passed.

Mr. Perry Talley entered the meeting at this point.

D. Personnel Handbook

With the arrival of a new Board member, it was suggested that this discussion be tabled until the July 20th meeting. Mrs. Donna Graham will be attending that meeting to answer any questions, but Mrs. Ireland encouraged Board Members to review the document and send any questions to her ahead of time for Mrs. Graham to review and prepare answers for.

A motion was made by Ms. August to table this discussion until the July 20th meeting; seconded by Ms. Moses.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Absent

Ms. Kewanda August: Yes

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Mr. Donald Westmoreland: Yes

Motion passed.

VII. New Business

A. Forms

1. Job Application
2. Library Incident/Accident Form
3. Challenged Material Form
4. Volunteer Application(s)

Mrs. Ireland brought multiple forms before the Board for consideration. Many of the forms the Library currently uses are scans of copies of the original document from decades ago. As a result, some of the words are blurry and the text tends to droop down on the edges. Some of the forms ask for information that the Library doesn't need (such as an applicant's

social security number, which isn't needed until after an interview and decision to hire has been made) and does not include space of information that the Library does need (such as an email address).

Mr. Talley recommended that the Board authorize Mrs. Ireland to change any forms she needs to for the operation of the Library. Mrs. Thomas recommended that the Volunteer Application include information about what ages can volunteer for the teen section.

A motion was made by Mrs. Thomas to accept the four forms presented to the Board and to authorize Mrs. Ireland to create or edit any forms necessary for the operation of the Library as needed in the future; seconded by Mr. Westmoreland.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Absent

Ms. Kewanda August: Yes

Mr. Perry Talley: Yes

Ms. Penny Moses: Yes

Mr. Donald Westmoreland: Yes

Motion passed.

Mrs. Thomas left the meeting at this point for a prior engagement.

B. Policies - Challenged Materials Policy Update

Mrs. Ireland updated a section of the Challenged Materials Policy that the Board had approved in the March 16th meeting (VI. B.), which would allow a Board's decision on a book to stand for five years.

Mr. Talley recommended that brand-new policies presented to the Board be introduced at one meeting and then voted on at the following meeting to allow members time to read the policy and research the information. He continued that updating existing policies could be done in the same meeting as they are presented to the Board.

A motion was made by Mr. Talley to approve the changes to the Challenged Materials Policy; seconded by Ms. Moses.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Absent

Ms. Emma Ross: Absent

Ms. Kewanda August: Yes

Mr. Perry Talley: Yes

Ms. Penny Moses: Yes

Mr. Donald Westmoreland: Yes

Motion passed.

C. Policies - Volunteer Policy

Mrs. Ireland has updated the Volunteer Policy for the Library to include information about Court Ordered Community Service, as the Library has received many requests for that. This policy will allow the Library to handle this issue consistently.

A motion was made by Ms. Moses to approve the Volunteer Policy; seconded by Mr. Westmoreland.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Absent

Ms. Emma Ross: Absent

Ms. Kewanda August: Yes

Mr. Perry Talley: Yes

Ms. Penny Moses: Yes

Mr. Donald Westmoreland: Yes

Motion passed.

D. Policies - Meeting Room Policy

Mrs. Ireland has updated the Meeting Room Policy for the Library to clearly state what is and isn't appropriate use for the branch meeting rooms. Included in the policy is a form to apply for use of the meeting room, as well as a procedure and form for appealing the denial of the use of a meeting room.

A motion was made by Mr. Talley to approve the Meeting Room Policy; seconded by Mr. Westmoreland.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Absent

Ms. Emma Ross: Absent

Ms. Kewanda August: Yes

Mr. Perry Talley: Yes

Ms. Penny Moses: Yes

Mr. Donald Westmoreland: Yes

Motion passed.

E. Policies - Recording in the Library Policy

Mrs. Ireland has updated this policy to ensure that all branches can handle situations of recording/filming/photographing in the Library consistently. This policy goes into more detail than is likely necessary, but Mrs. Ireland thought it best to have it and not need it than to need it and not have it.

A motion was made by Ms. Moses to approve the Recording in the Library Policy; seconded by Ms. August.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Absent

Ms. Emma Ross: Absent

Ms. Kewanda August: Yes

Mr. Perry Talley: Yes

Ms. Penny Moses: Yes

Mr. Donald Westmoreland: Yes

Motion passed.

F. Personnel Discussions

The Board needed to enter Executive Session to protect the private information of multiple staff members.

A motion was made by Ms. August to enter Executive Session; seconded by Mr. Westmoreland. All present Board Members agreed.

Motion passed.

A motion was made by Ms. Moses to exit Executive Session; seconded by Mr. Talley. All present Board Members agreed.

Motion passed.

VIII. Correspondence and Communication

A company called Viewpoint reached out to Mrs. Ireland about doing a short documentary on public libraries that could include the Washington Parish Library. These documentaries air on PBS. This sounded like an amazing opportunity, until the person explained it would cost \$29,400. At which point, it was clear this would not be anything the Library could participate in.

Someone from the Legislative Auditor's office contacted Mrs. Ireland to get information about the costs associated with changing the Library's Integrated Library System (ILS) to adhere to Senate Bill 7, should it become law. Mrs. Ireland did explain the costs and time it would take to adjust to the bill as it is currently written. She also answered questions about why libraries have fund balances and why they need them. Mrs. Ireland did express concern with the deadline the bill currently lists, which is January 1, 2024. This deadline is particularly difficult for smaller libraries, like Washington Parish Library, to meet with limited staffing and funds.

IX. Director's Report - see attached report

Mrs. Ireland noted that a special meeting may need to be called once she is able to obtain quotes for the work needed on the Angie Branch. When she

has an idea of pricing, the Board can convene to approve moving money out of savings into a special line in the budget for the Angie renovation.

X. General Public Comment - no public comment

XI. Adjournment

A motion was made by Ms. August to adjourn; seconded by Ms. Moses. All present Board Members agreed. **Motion passed.**

Meeting adjourned at 8:01pm.

The next meeting is scheduled for 5:30pm, Thursday, July 20, 2023 at the Bogalusa Branch.