



Washington Parish Library
Library Board of Control
Bogalusa Branch
Saturday, April 20, 2024, 10am
Meeting Minutes

- I. Call to order by the President at 10am.
Board Members Present: Mrs. Suzie Betts, Ms. Penny Moses, Mr. Perry Talley, and Mrs. Sally Thomas.
Guests: Mr. Ryan Seal, Parish President
Absent: Ms. Kewanda August, Ms. Emma Ross, Mrs. Sonnet Ireland
 - Ms. Aerial Mathews, Assistant Director, served in Mrs. Ireland's place.
 - Mr. Donald Westmoreland has resigned due to health reasons.
- II. Invocation led by Mrs. Sally Thomas.
- III. Pledge of Allegiance led by Mr. Perry Talley.
- IV. Approval of Agenda
All Board members agreed to the agenda, as amended over 24 hours prior, as presented. Motion passed by consensus.
- V. Approval of Minutes from January 30, 2024 meeting.
A motion was made by Ms. Moses to accept the minutes from the January 30th meeting as presented; seconded by Mr. Tally. All present Board Members agreed. Motion passed.
- VI. Old Business
 - A. Atrium Conversion - Conversion went well; no real issues, and not much in the way of complaints. Customer Service has been great-24/7 availability, and they are happy to take calls from any of our staff members. This transition was prompted by the increase of features and the decrease in cost from our previous system. Would like to schedule a follow up training session in the Fall, and the Board would like to be invited.
 - B. New email addresses - mywpl.info - Makes it easier for outreach with the community. It also allows us to form email groups that make it easier for staff to communicate with each other.
- VII. New Business
 - A. 2024 Financial - Library Credit Card
A credit card would be useful for emergency costs that come up, especially when the Library is unable to reach the Parish government. It would also be good for conferences where staff are having to pay \$1,000+ out of pocket and then wait for reimbursement.
Administration to research options for discussion at the next meeting.

B. Adjustments to LBOC Schedule and Bylaws

The Board needs to take a look at the Board meeting schedules and determine what would be the best day and time for future meetings. It was mentioned that the Board might want to consider meeting monthly instead of bimonthly.

The Director can work with the Board to identify a better regular day/time for the meetings.

A motion was made by Ms. Moses to move forward with changing the LBOC schedule to monthly meetings and to look into adjusting the personnel parts of the Board's bylaws; seconded by Mr. Talley.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Absent

Ms. Kewanda August: Absent

Mr. Perry Talley: Yes

Ms. Penny Moses: Yes

Motion passed.

C. Thomas Refresh

There are many safety issues with the Thomas Branch that need to be reviewed. Exposed drainage pipe behind the branch.

D. Branch Flooring and Electricity

Library is working on getting electricity to the sheds at Thomas and Franklinton.

E. Franklinton Roof

The Franklinton roof is leaking again. We are reaching out to the company that replaced the roof in 2022.

F. Personnel and Open Positions - Postponed until next meeting

VIII. Committee Reports

A. Finance Committee - Mrs. Thomas, Ms. Moses, and Mr. Talley
Nothing to report.

B. Human Resources - Ms. August, Ms. Ross, and Mrs. Betts
Nothing to report.

C. Infrastructure - Ms. Ross, Mr. Talley, and Mrs. Thomas
Angie: the building needs to be brought up to code.

Recommendation: Work with Parish government to get the branch open, then reevaluate it in two to three years.

IX. Director's Report - Postponed until next meeting

X. Comments

Ms. Mathews assured the Board that Mrs. Ireland was recovering and resting comfortably.

Mrs. Betts commented on how wonderful the staff is and how well they have done in the unexpected absence of the director.

Mr. Talley acknowledged Ms. Mathews specifically and the work she has done to lead the library while the director is out. The Board and staff agree.

XI. Adjournment

A motion was made by Mrs. Thomas to adjourn. All present Board Members agreed. **Motion passed.**

Meeting adjourned at 11:45am.

The next meeting is scheduled for 5:30pm, Thursday, May 16, 2024 at the Franklinton Branch.