



Washington Parish Library
Library Board of Control
Franklinton Branch
Thursday, July 18, 2024, 4:30pm
Meeting Minutes

I. Call to order by the President at 4:33pm.

II. Roll Call by Director

Board Members Present: Mrs. Suzie Betts, Ms. Penny Moses, Ms. Emma Ross, Mr. Perry Talley, and Mrs. Sally Thomas.

Absent: Ms. Kewanda August

III. Invocation by Mrs. Sally Thomas.

IV. Pledge of Allegiance led by Mr. Perry Talley.

V. Approval of Agenda

Mrs. Ireland requested that an item be added to the agenda regarding the Assistant Director's change in exempt status in accordance with new federal law. This includes a comp time policy.

A motion was made by Mr. Talley to add this item to the agenda under New Business as item 6 under section F. Updates; seconded by Ms. Moses.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Yes

Ms. Penny Moses: Yes

Motion passed.

A motion was made by Mr. Talley to approve the agenda as amended; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Yes

Ms. Penny Moses: Yes

Motion passed.

VI. Approval of Minutes from April 20, 2024 meeting.

A motion was made by Ms. Moses to approve the minutes from the previous meeting on April 20, 2024 at the Bogalusa Branch; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Yes

Ms. Penny Moses: Yes

Motion passed.

VII. Old Business

A. Updated 2023 Financials

Mrs. Ireland presented the final financial report from 2023.

A motion was made by Ms. Emma Ross to approve the finalized budget for 2023 as presented; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Penny Moses: Yes

Ms. Kewanda August: Absent

Ms. Emma Ross: Yes

Mr. Perry Talley: Yes

Motion passed.

B. Atrium Updates

Mrs. Ireland related that the staff are getting used to the new system.

C. Email Address Updates

Mrs. Ireland stated that there had been some issues with staff checking their emails regularly, but Admin is working on getting everyone used to that.

D. 2024 Financial Discussions

1. Library Credit Card - Updates

Mrs. Ireland plans to reach out to the Finance Director for guidance on how the Library could obtain a credit card.

2. Buildings

Mrs. Ireland discussed the issues with the carpeted sections in the lobby of both the Bogalusa Branch and the Franklinton Branch. She also revisited the topic of refreshing the Thomas Branch's carpeting as it is a tripping hazard.

A motion was made by Ms. Penny Moses to approve replacing the carpeted areas in the public portions of both the Bogalusa and Franklinton branches and refreshing the Thomas Branch with new carpeting; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Penny Moses: Yes

Ms. Kewanda August: Absent

Ms. Emma Ross: Yes

Mr. Perry Talley: Yes

Motion passed.

VIII. New Business

A. Record Retention Officer

Mrs. Ireland requested the signature of Mrs. Suzie Betts on the 2024-2025 and the 2025-2026 Records Officer Designation Forms (SSARC-940) for the State. Both list Mrs. Ireland as the Record Retention Officer for the Library.

B. Surplus Items for Discard

The Library had some outdated receipt printers and telephones ready for disposal.

A motion was made by Mr. Perry Talley to approve the disposal of the items listed on the 2024-0718 Surplus document; seconded by Ms. Moses.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes
Ms. Kewanda August: Absent
Ms. Penny Moses: Yes

Ms. Emma Ross: Yes
Mr. Perry Talley: Yes

Motion passed.

C. Policies for Review

1. Small Branch Make-up Policy

Mrs. Ireland wanted to have a policy in place to allow staff to make up holiday time. The Board asked about a prorated holiday pay for part-timers. Mrs. Ireland was tasked with creating an equitable policy regarding that for the next meeting.

A motion was made by Mr. Perry Talley to approve the policy; seconded by Mrs. Moses.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes
Ms. Kewanda August: Absent
Ms. Penny Moses: Yes

Ms. Emma Ross: Yes
Mr. Perry Talley: Yes

Motion passed.

2. Bereavement Policy

After meeting with President Seal in January, the Board wanted to revisit the Bereavement Leave Policy for the Library. The policy was unclear in terms of time allotted since it measured the leave in days instead of hours. The updated policy corrects this mistake and adjusts the amount of bereavement leave based on the relationship between the employee and the decedent.

A motion was made by Ms. Penny Moses to approve the updated Bereavement Leave Policy; seconded by Mr. Talley.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes
Ms. Kewanda August: Absent

Ms. Penny Moses: Yes
Ms. Emma Ross: Yes
Mr. Perry Talley: Yes

Motion passed.

D. Adjustments to LBOC Schedule and Bylaws

The Board has had difficulty this year with reaching a quorum on their regular meeting days. The Board discussed the importance of being available for all meetings except in rare and/or extreme circumstances. The Board agreed that meeting monthly would help with the quorum issues as well as make the meetings shorter.

A motion was made by Mrs. Sally Thomas to approve the new schedule for the LBOC meetings to include the dates Thursday, August 15th, Monday, October 28th, and, tentatively, Thursday, December 19th; seconded by Ms. Ross.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes
Ms. Kewanda August: Absent
Ms. Penny Moses: Yes

Ms. Emma Ross: Yes
Mr. Perry Talley: Yes

Motion passed.

Mrs. Ireland has realized that the All Staff Training Day, scheduled for Columbus Day, will actually be during the week of the Fair. To prevent all of the branches being closed everyday except Tuesday that week, Mrs. Ireland requested that the Library Closure for All Staff Training Day be rescheduled for Monday, October 28th.

A motion was made by Mr. Perry Talley to approve the amended 2024 Holiday and Closure Schedule (canceling the Monday, October 14th closure and closing all branches on Monday, October 28th for training purposes); seconded by Ms. Ross.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes
Ms. Kewanda August: Absent

Ms. Penny Moses: Yes
Ms. Emma Ross: Yes
Mr. Perry Talley: Yes

Motion passed.

E. Continuing Education Trainings

Mrs. Ireland presented her findings on a service called Niche Academy, which is designed specifically for libraries, their staff, their Boards, and their patrons. Aside from staff and Board training, the platform also offers microtraining for patrons on everything from library resources to being safe online. The Board agreed that we should invest in this platform.

A motion was made by Mr. Perry Talley to approve the subscription to Niche Academy; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes
Ms. Kewanda August: Absent
Ms. Penny Moses: Yes

Ms. Emma Ross: Yes
Mr. Perry Talley: Yes

Motion passed.

F. Updates

1. Cataloging Backlog

Mrs. Ireland explained that, through no fault of her own, the cataloger had a very large backlog of materials to catalog. In an effort to allow the cataloger time to address this backlog while still ensuring new items are on the shelves in a timely manner, the Library will be using a service offered by their book vendor Ingram called Shelf-Ready. This can be stopped and restarted at any time, and it costs nothing if the Library does not use it. The cost to use it would be less than \$2 per book. The Library is currently filling out the very detailed paperwork to set up the account.

2. Library Legislation in 2024

Mrs. Ireland let the Board know that only two of the bills affecting the Library passed this Legislative Session: Acts 647 and 736. Neither require any action on the part of the Library or the Board.

3. Alarm System

Mrs. Ireland is reviewing options for a new security system. The Board requested that more research be done.

4. Summer Reading 2024

Mrs. Ireland talked about the Summer Reading Program and the success branches have found by including adults. In all, 719 patrons registered, and 594 completed the program which required reading five books.

5. 2024 Financials

Mrs. Ireland is reviewing the budget and the balance sheet to verify that everything is in order. She will have an updated 2024 budget, as well as the 2025 budget by the September meeting.

*6:15pm: Mr. Talley had to leave the meeting for a prior engagement.
Quorum maintained.*

6. Overtime and Compensatory Time Policy

Mrs. Ireland explained that the Assistant Director Aerial Mathews, at her current pay rate, was no longer eligible for exempt status. The threshold for exempt status increased on July 1st and will increase again on January 1st. This leaves Mrs. Ireland as the only exempt employee in the Library. As such, a distinct policy on overtime and compensatory pay is needed to guide the Library going forward.

A motion was made by Ms. Penny Moses to approve the Overtime and Compensatory Pay Policy; seconded by Ms. Ross.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Motion passed.

G. Executive Session

1. Personnel Matters

2. Library Board Applications

A motion was made at 6:35pm by Ms. Penny Moses to enter Executive Session; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Motion passed.

A motion was made at 7:16pm by Mrs. Sally Thomas to end Executive Sessions; seconded by Ms. Moses.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Penny Moses: Yes

Ms. Kewanda August: Absent

Ms. Emma Ross: Yes

Mr. Perry Talley: Absent

Motion passed.

H. Ratify the promotion of Brooke Eugin as Assistant Branch Manager of Franklinton

A motion was made by Mrs. Sally Thomas to ratify the promotion of Brooke Eugin to the full-time position of Assistant Branch Manager at the Franklinton Branch; seconded by Ms. Moses.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Penny Moses: Yes

Ms. Kewanda August: Absent

Ms. Emma Ross: Yes

Mr. Perry Talley: Absent

Motion passed.

IX. Committee Reports - None

X. Director's Report - Attached

XI. Adjournment

A motion was made by Mrs. Sally Thomas to adjourn; seconded by Ms. Moses. All present Board Members agreed. **Motion passed.**
Meeting adjourned at 7:20pm.