

Washington Parish Library  
Board of Control  
Bogalusa Branch  
Thursday, January 17, 2019 6:30 p.m.  
Board Minutes

- I. Call to Order ..... Mr. Westmoreland
- II. Roll Call ..... Mr. Barron  
Presented were: Mr. Adams, Mrs. Jenkins, Ms. Ross, Mrs. Betts, Mrs. Thomas and Mr. Westmoreland
- III. Prayer..... Mrs. Sally Thomas
- IV. Approval of Last Regular Meeting Minutes

A motion was made by Ms. Ross to approve the September 27, 2018 minute and the November 1, 2018 minute and second by Mrs. Betts. All Board Members agreed. Motion passed. Mrs. Thomas state that in the September minutes Mr. Ken was supposed to remove the speedy bumps in the Bogalusa parking lot. She would like to know when this will be done. Mr. Al said that Mr. Ken inform him that the soil was too soft and needed to be fix before removing the speedy bumps.

Mr. Westmoreland read a statement about Ms. Anna Fendlason that he received for Mr. Kun, the lawyer. The statement read as follow; at the Board last meeting on Nov 1, 2018 they heard an appeal by Ms. Anna Fendlason however Ms. Fendlason filed a lawsuit against the Board right after the hearing therefore since this matter is before the court the decisions by the Board is now mute. The Board will not be discussing this tonight.

- V. Executive Session  
A motion was made by Ms. Ross to add these two line items to the agenda; Executive Session this would come before the Director report and to add Addition to Personnel this would have the letter F on the agenda. The motion was second by Mrs. Thomas. Each Board Member voted yes for these two new line items to be added to the agenda. Motion passed.

A motion was made by Mr. Ross to go into Executive Session and second by Mrs. Thomas. All Board Members agreed. Motion Passed. Mr. Westmoreland wanted to update the Board about some matters.

A motion made by Mrs. Ross to come out of Executive Session and second by Mrs. Thomas. All Board Members agreed. Motion passed.

VI. Director Report

Mr. Barron showed the Board the State Library Statistical Report for 2018 and talk about how we are in comparison with the other libraries. He said the Washington Parish Library System have 27,000 borrower which is 65% of the parish population. He managed to get the millage recount total for the November 2018. He presented the expense report to the Board.

Mr. Al said that Mr. Steve reported that they were still having some regulatory problem with the Angie Branch. It will take a good long time to get everything approved for the branch.

Mr. Adams would like for Mr. Steve to be present at the next Board Meeting to give an update on the Angie Branch and what the holdup is.

VII. Old Business

None

VIII. New Business

A. Election of Officers

A motion was made to elect Mrs. Sally Thomas as the president of the Board and Mr. Jim Adams as the vice-president by Mrs. Jenkins and second by Ms. Ross. All Board Members agreed. Motion passed.

A motion was made by Mrs. Betts for Mrs. Jenkins to be Sectary and Treasurer for the Board and second by Mr. Adams. All Board Members agreed. Motion passed.

B. Yearly Calendar\Holiday Schedule

This was table until the next meeting.

C. Review of proposed policy manual

A motion was made by Mr. Adams to repeal the previous policy manual that it become annul and void and the motion was second by Mrs. Jenkins. All Board Members agreed. Motion passed. Mr. Adams made a motion to defer the new policy manual to a later date and ask that each Board Members take the policy manual home with them to reviews it to see what it detail and be prepared to discuss it two meetings for now. The motion was second by Mrs. Jenkins. All Board Members agreed. Motion passed.

A motion was made by Mr. Westmorland to take the 2019 draft policy to be their temporary policy until it is finalizes and the motion was second by Mrs. Betts. All Board Members agreed. Motion passed.

D. Insurance update (Errors & Omissions policy)

Each staff member and the Board Members are covered under the Errors & Omissions policy. The cost for the policy was \$1000.00 per year and the coverage will go up to a \$3,000,000 per claim. The policy is fully in effect.

E. Angie

This was discuss in the Director Report

F. Additional Personnel

A motion was made by Mr. Adams to create a new Assistant Director position, this position will be in charge of personnel and serve as a liaison also to the Finance department of the Parish Government and the motion was second by Ms. Ross. All Board Members agreed. Motion passed.

Mr. Adams made this statement about the position. There will be some stringent requirements for this position. It going to require that the person will have a baccalaureus degree, that degree will be in the form of accounting or personnel or personnel management. They will have to have some year of training in that line and be able to coordinate the employee relationship within the library system. The accounting portion will be to assistant in serving as a liaison unto the Parish Government Finance Department. This will be an Assistant Director position. They will be operating under the hierarchy of the library system under the Director.

IX. Public Comment

A question was asked by the public, could the public see the Policy and Procedure manual?

The purpose draft policy will be place at all the branches for the public.

Mrs. Fendlason want to know could the Board nominated someone on the staff for this position. Mr. Adams said it could be someone that was already employed if they have the qualifications.

Mrs. Ann Tate asked if the previous policy has been vote out then there no policy that exist now. Then the Board made a motion to make the purpose draft policy be in effect until it was finalize.

Mrs. Ann Tate asked if the old and the new policy could be in each branch to be viewed by the public. The Board said that would be okay.

X. Adjournment

A motion was made by Mrs. Ross to adjourn and second by Mrs. Jenkins. All Board Members agreed. Motion passed.

Washington Parish Library  
Board of Control  
Franklinton Branch  
Tuesday, March 26, 2019 6:30 P.M.  
Minutes

- I. Call to Order..... Mr. Jim Adams
- II. Roll Call ..... Mrs. Etta Magee
- III. Prayer ..... Ms. Luella Jackson
- IV. Pledge of Allegiance..... Mr. Jim Adams
  
- V. Resolution to retain special counsel to assist in due process disciplinary hearings. (The full resolution is attached to the minutes)

Motion made by Mrs. Jenkins to retain the attorney Mr. Davis S. Pittman and second by Mrs. Betts to accept the resolution. All Board Members agreed.

- VI. Disciplinary hearings for two employees to be held in executive session under La. R.S. 42.17A (1) and (4).

A motion was made to go into executive session by Ms. Ross and second by Ms. Jackson. All Board Members agreed. Motion passed. A motion was made by Mrs. Jenkins to come out of executive session and second by Ms. Jackson. All Board Members agreed. Motion passed.

The Board voted on each charge that was made against Employee A and Employee B. Mr. Adams read out the disciplined plan for each employee. In accordance with the directive issued by the Washington Parish Library Board of Control and in accordance with the result of the complaint hearing of March 26, 2019, you are here by reduced one level in your job position to Employee B will be a beginning level associate and Employee A will be an Assistant Branch Manager. Their pay level will be reduced.

They are also required to enroll in and to successfully complete an accredited college or university. This course must result in a minimum of 3 hours of college credit and must be completed by May 31, 2020.

They will be on employment probation for a minimum period of one year beginning March 26, 2019 until March 26, 2020, or until all requirements are completed. Any future employment infractions may result in termination of employment with this library system.

We look forward to your successful completion of the mandated requirements. Upon completion you will be removed from probation and returned to full service.

Employee A and Employee B were to be reinstated back to work. Employee A will be demoted to assistant Branch Manager and Employee B would be a beginning library associate. The Director could assign them to any branch to work.

VII. Executive session under La. R.S. 17A (2) concerning litigation in the matter of Anna Fendlason vs. Washington Parish Library System No. 112777 E, 22<sup>nd</sup> Judicial District Court, Washington Parish, Louisiana. This was passed in the first resolution.

VIII. Resolution to retain special counsel in the matter of Anna Fendlason versus Washington Parish Library System No. 112777 E, 22<sup>nd</sup> Judicial District Court, Washington Parish, Louisiana.

This was passed in the first resolution.

IX. Director's Report

There was no report.

X. Adjournment

A motion made by Ms. Ross to adjourn and second by Mrs. Betts. All Board Members agreed. Motion passed.

Washington Parish Library  
Board of Control  
Bogalusa Branch  
Thursday, May 23, 2019 6:00 P.M.  
Minutes

**Call to Order**..... Mrs. Sally Thomas

**Roll Call**..... Mrs. Etta Magee

**Board Members present:** Ms. Emma Ross, Mrs. Sally Thomas, Mrs. Katherine Jenkins and Mrs. Suzie Betts

**Board Members absent:** Mr. Jim Adams, Mr. Donald Westmoreland and Ms. Luella Jackson

**Parish Council Member present:** Mr. Levi Lewis

**Staff Members present:** Winola Holiday, Emmett Guy, Alan Gray, Marsh Miley, and Melanie Charrier

**Prayer**..... Ms. Emma Ross

**Pledge of Allegiance**..... Mrs. Suzie Betts

**Executive Session**

A motion was made by Ms. Ross to go into Executive Session to discuss Personnel Consideration and second by Mrs. Thomas. All Board Members agreed. Motion passed.

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

**Personnel Considerations**

A motion was made by Ms. Ross to put Mr. Al Barron, the Director, on extended leave of absent without pay until further action is taken by the Washington Parish Library Board of Control. The motion was second by Mrs. Jenkins. All Board Members agreed. Motion passed.

**Approval of Last Regular Meeting Minutes**

A motion was made for approve the January 17, 2019 minutes by Ms. Ross and second by Mrs. Betts. All Board Members agreed. Motion passed.

A motion was made to approve the March 26, 2019 minutes by Mrs. Jenkins and second by Mrs. Betts. All Board Members agreed. Motion was passed.

### **Director's Report**

A motion was made by Mrs. Betts to accept the Director's Report and second by Mrs. Jenkins. All Board Members agreed. Motion was passed. (Director's Report is attached with minutes)

### **Old Business**

A motion was made by Ms. Ross to accept the holiday schedules for 2019 and 2020 as is and second by Mrs. Betts. All Board Members agreed. Motion passed. (A copy of the holiday schedule attached to the minutes)

### **New Business**

#### **These line items were table until the next meeting;**

- A. Pay Scale for Smaller Branch Managers
- B. Change of the Attorney Resolution (Pittman)
- E. New Position – Assistant Director of Personnel and Finance
- F. Office Space for New Assistant Director and Appropriations
- G. 2019 Approved Budget and 2019 Actual Expenditure
- H. Angie Branch Plans

#### **C. Direct to Increase Pay of 2 Employees**

A motion was made by Mrs. Jenkins to increase these two employee pay per. hr. as previous set by the Board of Control and second by Ms. Ross. All Board Members agreed. Motion passed.

#### **D Position at Thomas Branch**

A motion was made by Mrs. Jenkins to make Lahoma Dawson the Branch Manager for the Thomas Branch and second by Ms. Ross. All Board Members agreed. Motion passed.

### **Public Comments**

Mrs. Ann Tate made a correction to the March 26, 2019 minutes. She said the minutes should have employee A and B not the names of the employee.



Mr. Levi Lewis, a member of the Parish Council, said he would like to know what going on with the Angie Branch, because his constituent has been asking him. He also would like to know if someone else could communicate with the company that overseeing the Angie Branch while Mr. Al, the Director, is out. Mrs. Betts said she would help out with this matter. Mrs. Ross asked Mr. Lewis would he mine helping the library with this matter. He said he didn't want to get involved, but he would help if the library would like him too.

### **Adjournment**

A motion was made by Mrs. Jenkins to adjourn and second by Ms. Ross. All Board Members agreed. Motion was passed.

Washington Parish Library  
Board of Control  
Bogalusa Branch  
Thursday, June 20, 2019 7:00 P.M.  
Minutes

**Call to Order**..... Mr. Jim Adams  
**Roll Call**..... Mrs. Etta Magee  
**Board Members present:** Ms. Emma Ross, Mrs. Katherine Jenkins, Mr. Jim Adams, Mr. Donald Westmoreland and Mrs. Suzie Betts  
**Board Members absent:** Mrs. Sally Thomas and Ms. Luella Jackson  
**Parish Council Member present:** Rusty Fornea and Perry Talley  
**Parish President:** Mr. Richard Ned Thomas  
**Parish Government Staff:** Mrs. Donna Graham and Patrick Galivan  
**Staff Members present:** Winola Holiday, Tonya Keaton and Melanie Charrier  
**Prayer**..... Ms. Emma Ross  
**Pledge of Allegiance**..... Mr. Donald Westmoreland

**Approval of Last Regular Meeting Minutes**

A motion was made to approve the March 26, 2019 and May 23, 2019 minutes by Ms. Ross and second by Mrs. Jenkins. All Board Members agreed. Motion passed.

**Director's Report**

Director's Report is attached with minutes

**Old Business**

Angie Branch

Mr. Steve Lee, the architect, spoke with Mr. Ken Wheat today about one of the permits for the Angie Branch, within a month they should have that permit. Mr. Adams informed Mr. Steve that the Mayor of Angie was going to send them a letter about the alley way. Once these things are done, then the lawyer will need to look over the plans.

## New Business

### **A. Pay Scale for Smaller Branch Managers**

A motion was made by Mrs. Betts to set the smaller Branch Managers starting pay at \$14.00 per. hr. and second by Mrs. Ross. All Board Members agreed. Motion passed.

### **B. Change of the Attorney Resolution (Pittman)**

There is no problem with the Resolution that was made at the Board Meeting on January 19, 2019, to obtain a lawyer for the litigations that are going on.

### **C. Position at Thomas Branch**

The Board said that the Director does the hiring for a Library Associate. The Acting Director has the permission to hire for this position.

### **D. New Position – Assistant Director of Personnel and Finance**

We have six applicants for the position. Mr. Adams will get with Mrs. Graham to assist with this process. The Board will come up with some interview questions and then set times for the interviews.

### **E. Office Space for New Assistant Director and Appropriations**

Mr. Adams had a quote for \$15,000 to do office space. Mrs. Graham said he would need to have three quotes before they could choose a company. They will revisit this at the next meeting.

### **F. 2019 Approved Budget and 2019 Actual Expenditure**

Mrs. Graham inform the Board that the Hospitalization line item in the Budget was seriously over its budget amount. The Board needed to adjust this line item. The money for the office space will come out of the operation budget. Mr. Adams will get with Mrs. Graham to go over the budget and adjust it as needed.

### **G. Chairs at Bogalusa Branch**

A motion was made by Mrs. Jenkins to make the chairs a surplus and to put them out for bid and second by Mrs. Betts. All Board Members agreed. Motion passed.

### **H. Add Prayer and Pledge of Allegiance to the WPL Policy Agenda**

A motion was made by Mr. Westmoreland to add Prayer and the Pledge of Allegiance to the WPL Policy Agenda and second by Mrs. Betts. All Board Members agreed. Motion passed.

### **I. Ratify Mr. Barron Medical Leave**

Mr. Adams asked that this be deleted from the agenda. A motion was made by Mrs. Jenkins to rescind the poll vote over the phone to have Mr. Al Medical leave extend for 26 weeks and second by Ms. Ross. All Board Members agreed. Motion passed.

### **Public Comments**

Mrs. Lorraine Bourn had two concerns; Why Bogalusa Branch did not have this book "Because of Winn Dixie" and the grant money should not be spent equal among the branches, because Bogalusa has more people to visit their branch. (Attached to the minutes is her concern in detail)

Mrs. Winola Holiday responded to one of Mrs. Lorraine concerns. She explained to her how the money for the grant is dispersed among the branches.

Mrs. Betts, a Board Member, responded to her about Bogalusa Branch not having the book "Because of Winn Dixie". She said if the book is in the system the other branches can always borrow it for another branch.

Ms. Ginger Corken thanked the Parish Council and Parish President for coming to the Board Meeting.

### **Adjournment**

A motion was made by Mrs. Jenkins to adjourn and second by Ms. Ross. All Board Members agreed. Motion was passed.

**Washington Parish Library  
825 Free Street  
Franklinton, Louisiana 70438**

**August 1, 2019 Minutes**

**12:30 p.m.**

**Franklinton Branch**

985-839-7806/washingtonparishlibrary.info

**1. Call to Order**

12:27 pm call to order by President Sally Thomas

**2. Call to Order**

12:27 pm call to order by President Sally Thomas

**3. Calling of roll**

Rolls was called by the Director; Present were Mrs. Thomas, Mrs. Jenkins, Mrs. Ross, Mrs. Betts, Mrs. Jackson, Mr. Westmoreland, Mrs. Magee and Mrs. Spears and Mr. Barron.

**4. Prayer**

Mrs. Betts

**5. Pledge of Allegiance**

Led by Mr. Barron

**6. Approval of minutes**

A motion to approve was made by Mr. Westmoreland seconded by Mrs. Ross, passing unanimously.

**7. Director's Report**

Angie alleyway

Town hall meetings on Angie & the library

Press release on the Angie Branch

HR position (discussion)

Summer Reading Program - 97% completion rate

Grants

Computer replacement (new machines & Windows 10 updates)

Phone system update (VOIP & analog lines)

Computer classes 2020

Comment by Mr. Lewis on VOIP system.

## **8. Unfinished Business: (Old business) Reports of Committees**

### **Angie**

The final set of plans is in and in PDF format with approval from the state. No date is set yet to go to bid. Each Board member and Administrator has PDF format copies of the plans in their provided email accounts. Plans will be available in the branches.

### **Budget Amendments**

Per the Revenue and Expense to Date Report, some line items are over (Legal Fees, Purchased Professional Services. Other Maintenance, Hospitalization, etc. ) are over by significant margins. The Director has identified, per the Board's instruction, a number of accounts that could free up funding to cover these lines. The Director of finance will also identify areas as well

A motion to open amendments was made by Mr. Westmoreland, with a second by Mrs. Jenkins passing by a unanimous vote of all members present.

## **9. New Business**

### **Certification of the Director's return to work.**

Mrs. Betts made a motion, seconded by Mrs. Ross that the Director, commensurate with a positive report from his oncologist, be allowed to return to work on a regular basis. The vote passed unanimously by all members present.

### **Executive Session (Personnel Matters)**

The Board voted to go into Executive Session to address staff issues on motion by Mrs. Jenkins with a second by Mrs. Ross. A motion was made to affirm the actions requested by the Director were made by Mrs. Ross, with a second by Mrs. Jenkins, passing by vote of all members present. A motion to close Executive Session was made by Mrs. Ross, Seconded by Mrs. Betts, passing by vote of all members present.

## **10. Public Comment**

There were no comments from the public at this time.

**11. Adjournment**

A Motion to Adjourn was made by Mrs. Westmoreland, with a second by Mrs. Jenkins, passing unanimously by voice vote of all members present.

**Washington Parish Library**  
825 Free Street  
Franklinton, Louisiana 70438  
985-839-7806  
[washingtonparishlibrary.info](http://washingtonparishlibrary.info)

Library Board of Control Agenda  
Bogalusa Branch, Thursday, September 26, 2019, 6:30 pm

- I. Call to Order
- II. Roll Call
- III. Prayer
- IV. Pledge of Allegiance
- V. Approval of Minutes of 8-1-2019
- VI. Director's Report
  - A. Budget update
  - B. 2020 Budget Proposal
- VII. Bulletins/Correspondence
- VIII. Old Business Unfinished Business/Committee Reports)
- IX. New Business
  - A. Resolution by the Board for Mrs. Thomas to sign the Angie contract
  - B. Leave proposal
  - C. Common Personnel Manual
  - D. Parish aiding in Human Resources Management
  - E. Circulation of MPAA rated DVD's
  - F. Possible executive session (personnel matters)
- X. Public Comment
- XI. Adjournment



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Library Board of Control Minutes  
Bogalusa Branch, Thursday, September 26, 2019, 6:30 pm

- I. Call to Order – 6:34 pm
- II. Roll Call  
Mr. Adams & Mrs. Betts were out with illness  
Present were Mr. Westmoreland, Mrs. Jackson, Ms. Ross, Mrs. Jenkins and Mrs. Thomas
- III. Prayer  
A prayer for the continued health and service of those present was offered by Mrs. Jackson
- IV. Pledge of Allegiance
- V. Approval of Minutes of 8-1-2019  
A motion to approve the minutes of the meeting on Thursday, August 1, 2019, 12:30 pm was made by Mrs. Jenkins, with a second by Ms. Ross, passing unanimously by votes of all members present.
- VI. Director's Report
  - A. Budget update
  - B. 2020 Budget Proposal  
The Board opened the 2020 Budget for public comment on motion by Mrs. Jenkins, with a second by Ms. Ross, the motion carried by unanimous voice vote of all members present. There being no comments on the budget, the Board Closed public comments of motion by Mr. Westmoreland, seconded by Mrs. Jackson, passing by vote of all members present.

A motion was made to adopt the proposals outlined, with the provision that the numbers could be adjusted to reflect changes from the Director of Finance. A motion was made to amend the agenda to discuss the budget at this point by Mrs. Jenkins, seconded by Ms. Ross, passing by vote of all members present. The Director outlined the projections and noted the changes in costs, labor and materials reflected in the budget.

VII. Bulletins/Correspondence

The Director mentioned that the Fall Administrative conference is approaching and that he and the Assistant Director and Mrs. Gallivan will be attending. Mrs. Placke also sent out email correspondence of attendance bylaws of other boards and reminded those who still had to finish their ethics training to do so.

VIII. Old Business Unfinished Business/Committee Reports)

The Evaluation Committee is reviewing the Director's performance.

IX. New Business

A. Resolution by the Board for Mrs. Thomas to sign the Angie contract

On motion by Mrs Jenkins, with a second by Ms. Ross, passing by voice vote of all member present, Mrs. Thomas will have the authority on behalf of the Board, to sign the winning bid for the New Angie Library.

B. Leave proposal

To ease leave calculations in January, the Director asked the Board to consider making all library staff members of 24 hours per week allowed to accrue sick leave at the rate of a whole number (4 hours per week). The Sick Leave will not be payable upon separation, in common with Parish Government practice. A motion to allow this was made by Mrs. Jenkins, seconded by Mrs. Ross, passing by voice vote of all members present.

C. Common Personnel Manual

Mr. Gallivan, of Parish Government, will serve as the Parish's Human Resources Manager. Each Board member was given a copy of the manual and more are available at the request of those interested or not present. Mr. Gallican pointed out that the manual is very generic and does not specifically cover all aspects of the library. The Board is free to modify it to meet the library's specialized functions.

D. Parish aiding in Human Resources Management

On motion by Mrs. Jenkins, seconded by Mr. Westmoreland, a motion was made to accept Board Resolution 2-2019 that will allow the parish to assist in Human Resources matters. The motion carried by voice vote of all members present.

E. Circulation of MPAA rated DVD's

The Board voted to allow for adults (18 and over) to check out materials rated "R" by the Motion Picture Association of America. A motion was made by Mr. Westmoreland, with a second by Mrs. Jackson, passing by voice vote of all present.

F. Possible executive session (personnel matters)

A motion was made to go into Executive session to discuss personnel matters within the library, on motion by Ms. Ross, with a second by Mrs. Jenkins, passing by voice vote of all members present. Mrs. Jackson and Mrs. Jenkins voted to come out of executive session. The Board affirmed the actions taken by the Director, on motion by Mrs. Jenkins, with a second by Ms. Ross passing by voice vote of all members present.

X. Public Comment

Mrs. Temple Fones noted her objection to the presence of a library in Angie. She felt that it would be a drain on the system. She noted that the Director's report was thorough and that she would love to have one in her town, but that it would be a diversion away from the entire system. She just wished to be heard. She also noted that Mr. Barron and Mr. Westmoreland had met with her to discuss the project.

XI. Adjournment

A motion to adjourn was made Mrs. Jenkins, with a second by Ms. Ross, passing by voice vote of all members present at 7:48 pm.

Washington Parish Library  
Library Board of Control  
Bogalusa Branch  
Thursday, November 21<sup>st</sup>, 2019, 4:00 p.m.  
Meeting Minutes

- I. Call to Order  
The meeting was called to order @ 4:07 pm at the Bogalusa Branch
- II. Roll Call  
All members of the Board were present
- III. Prayer  
Mrs. Ross
- IV. Pledge of Allegiance  
Mr. Adams
- V. Approval of Minutes of 9-26-2019  
Mrs. Thomas, President of the Board, called for discussion of the minutes and a review of them by the members. There being no comments or corrections, she called for a motion to approve, which was made by Mr. Westmoreland, with a second by Mrs. Jenkins, passing by vote of all members present.
- VI. Director's Report
  - A. Angie Update  
The latest news on Angie came from Mr. Lee of Nobles and Associates. He informed me earlier today that there are some changes that were filed with the Department of Health and Hospitals. These changes were asked for by Mr. Wheat, head of Public Works. The change can potentially save the library \$3,000.00 per year in maintenance costs plus annual inspection costs. The Board of Aldermen of the Village of Angie have also approved of the Parish's use of the servitude, by resolution. The Resolution, #17-110401
  - B. Programming Update  
All of the employees are working VERY hard to ensure that our citizens, of all ages, have a chance to attend various functions in the library. At Bogalusa, Melanie, Tanya and Aerial have worked very hard on outreach to the community. Tanya has worked to ensure that community stakeholders are aware that we can come out to them to

provide service. Melanie has worked to ensure that we partner with vital community interests and that we are able to meet their needs. Aerial Matthews, relatively new to library service, had a Wii (gaming platform) called "Just Dance" with 24 in attendance. This is just what goes on at Bogalusa. What happens at the other branches can be seen on their facebook pages or the pages of the **Bogalusa Daily News**.

VI. Bulletins/Correspondence  
None.

VIII Unfinished Business/Committee Reports)

A. 2019 and 2020 Budget

At the October meeting, the Board approved the 2019 Amended budget and opened the 2020 to discussion.

Mrs. Thomas called for a motion to open the 2020 Budget for public comment, a motion was made by Mr. Adams, with a second by Mr. Westmoreland. The vote carried by voice vote of all members present.

Mr. Barron pointed out the following:

The library has had a good year for revenue. While ERATE and State Revenue Sharing are still at roughly the same levels, there have been some additions to the ad valorem revenues. What is clear is that employee healthcare has gone up, increasing 8.5% over last year.

Comment by Mr. Adams: We are going to have to ask for additional support at some point, to continue moving forward, we are going to need additional revenue to support our operations. I instruct the Library Director to move in that direction.

Mr. Westmoreland I echo you sentiments, sir. I think that even a moderate increase will at least offset some of the rising costs that we face.

Mrs. Thomas then asked if there were further public comments, there being none, she sought to close public participation. A motion was made by Mr. Westmoreland, with a second by Mrs. Jenkins, passing by voice vote of all members present.

Mrs. Thomas then asked for a motion to approve the 2020 Budge. A Motion was made by Mr. Westmoreland, with a second by Mrs. Jenkins, passing by voice vote of all members present.

IX. New Business

A. Flag Presentation

Mr. Donnie Kuhn and the members of the Le Societe et Qarante Hommes et Huit Chevaux and the American Legion donated American flags for the entire library system. The was, before the Board meeting, a formal flag presentation and dedication service.

B. Meeting Procedure & Motions

At the Fall Administrators conference in Baton Rouge, there was a parliamentary procedure presentation by the parliamentarians of Baton Rouge. In the presentation, they went over the proper way to handle motions and meetings. We have included a summary of these in your folders and they are in your email as well. The presenter, a Ms. Larson, will likely also present inside the parish at some point in the future.

C. Property Disposal – Old Computers

The library currently has 60 computers that are operating on Windows 7 and are out of date. The operating system will no longer be supported after January, 2020. We have already in the process of assessing which machines can be upgraded and those in need of replacement. It is Mrs. Magee's intent to save machines where she can by upgrading RAM and the software, freeing up money to go a little further. We have taken the money for the computers out of the operational budget. What is sought tonight is the approval of the board to rid the library of the older machines, by public bid process, in the February/March timeframe.

At the conclusion of the discussion on the machines, Mrs. Thomas called for a motion to allow the Library Administration to dispose of the old library computers by public bid to be advertised in electronic media and newsprint. A motion was made by Mr. Westmoreland, with a second by Mrs. Betts, passing by voice vote of all members present.

X. Public Comment

Mr. Barron noted that there will be a staff training day at the Bogalusa Branch of the Library on December 12<sup>th</sup>, starting at 9 am. Mr. Galivan will be on-hand to complete the training of any Board member that has not completed training mandated by state law.

Mr. Adams and Mr. Westmoreland both commented on the necessity of additional revenue. The library has had to use savings in the past to ensure that necessary funding was available to do projects such as the Bogalusa roof, HVAC plant, Franklinton parking lot, the New Enon library were available. Mr. Adams complemented the other Board members on their foresight and stewardship on these matters.

XI. Adjournment

There being no further business to come before the Board, Mrs. Thomas called for a motion to adjourn the meeting. A motion was made by Mr. Westmoreland, with a second by Mrs. Betts, passing by voice vote of all members present.

Washington Parish Library  
Library Board of Control  
Franklinton Branch  
Thursday, December 5, 2019, 4:00 p.m.  
Meeting Minutes

- I. Call to Order  
The meeting was called to order by Mrs. Thomas at 4:07pm
- II. Roll Call  
The Director called the roll of members, present were Mrs. Thomas, Mr. Adams, Mrs. Jenkins, Mrs. Jackson, Ms. Ross and Mr. Westmoreland. Mrs. Betts was absent.
- III. Prayer  
A prayer was offered by Ms. Ross.
- IV. Pledge of Allegiance  
Mr. Adams led the pledge of allegiance
- V. Approval of Minutes  
A motion to delay the reading and approval November 21<sup>st</sup>, 2019 minutes was called for by Mrs. Thomas, the motion being made by Mr. Westmoreland, with a second by Mrs. Jenkins, passing by yea vote of all members present.
- VI. Director's Report  
Mr. Barron noted that the training meeting for the staff was upcoming at the Bogalusa Branch and would also include Board members and staff alike. Many Board members had not yet completed all of the training requirements, this will provide the opportunity for that to be done. The meeting will be held one week after the Board meeting from 9 am – 12 pm. Mr. Barron also reported that Mr. Wheat, Public Works Director and Mr. Steven Lee of Nobles and Associates were only waiting on updated drawings and specifications for the new Angie Branch Library.
- VII. Bulletins/Correspondence  
None
- VIII. Unfinished Business/Committee Reports)  
None
- IX. New Business



A. Reappointment of Members

The reappointment of each member must be handled as an individual vote, each requiring a motion and a second. In the case of the President of the Board being reappointed, one member will preside for the vote.

Mrs. Thomas called to the floor for a motion to reappoint Mrs. Louella Jackson of Angie, for a 4 year term on the Library Board of Control, ending December 31, 2024. A motion was made by Mr. Westmoreland, with a second by Mrs. Jenkins, passing by a yes vote of all members present.

In the case of Mrs. Thomas reappointment, Mrs. Jenkins presided over the voter (she was one of two members not up for reappointment at this meeting). She called to the floor for a motion to consider the question of Mrs. Thomas reappointment to the Board of Control. A motion was made by Ms. Ross, with a second by Mr. Westmoreland, passing by a yes vote of all members present. Her term will end on December 31, 2024.

Mrs. Thomas called to the floor for a motion to reappoint Mr. Adams of Bogalusa, for a 4 year term on the Library Board of Control, ending December 31, 2024. A motion was made by Ms. Ross, with a second by Mrs. Jenkins, passing by a yes vote of all members present.

Mrs. Thomas called to the floor for a motion to reappoint Mrs. Emma Jean Ross, of Angie, for a 4 year term on the Library Board of Control, ending December 31, 2024. A motion was made by Mrs. Jenkins with a second by Mr. Westmoreland, passing by a yes vote of all members present.

B. Member Training 2020

Mr. Barron will set up a regular schedule so that Board members can be advised on what training is required. Currently Ethics and two harassment seminars are mandated, with other sessions likely.

X. Public Comment

Mr. Adams commented that the library has been operating on its original authorization of 4.6 mills and would like to consider the question of a slight increase (3/4 of one mill) as a hedge against increases in expenses and to replenish the savings that the library has spent on projects such as \$250,000 spent for HVAC, roof and other updates on the Bogalusa Branch in 2011 & 2012, the opening and operation of the new Enon Branch in 2012 (\$65,000) and the construction of the firsts new branch in 55 years in

Angie.

Mr. Westmoreland noted that a rigorous comparison between like systems must be undertaken and that Mr. Barron should not wait to get started with this process. This study should include budgets, statistical analyses and peer data with like systems in other areas.

Mr. Adams noted that the Mr. Barron should also find out what the requirements are to pursue such action and be ready to report to the Board as soon as possible.

Mrs. Thomas called to question a motion, made by Ms. Ross that the library consider seeking an increase in its base funding. This was seconded by Mrs. Jenkins, passing by vote of all members present.

Mr. Barron was instructed to complete all activities necessary without delay.

XI. Adjournment

There being no further business to come before the Board. Mrs. Thomas closed the meeting and the Board is adjourned for business until the next regular meeting on the third Thursday in January at 4 pm at the Bogalusa Branch Library.