



Washington Parish Library  
Library Board of Control  
Franklinton Branch  
Thursday, February 22, 2018. 6:30 PM  
Meeting Agenda

- I. Call to Order
- II. Roll Call
- III. Prayer
- IV. Approval of Last Regular Meeting Minutes
- V. Director's Report
- VI. Old Business
- VII. New Business
  - A. 2018 Budget
  - B. Angie Contract
  - C. Appointment
- VIII. Public Comment
- IX. Adjournment



Washington Parish Library  
Library Board of Control  
Franklinton Branch  
Thursday, February 22, 2018. 6:30 PM  
**Amended Meeting Agenda**

- I. Call to Order
- II. Roll Call
- III. Prayer
- IV. Approval of Last Regular Meeting Minutes
- V. Election of Officers
- VI. Director's Report
- VII. Old Business
- VIII. New Business
  - A. 2018 Budget
  - B. Angie Contract
  - C. Appointment
  - D. Ms. Bourne
  - E. Personnel Policy
- IX. Public Comment
- X. Executive Session (Director Evaluation)
- XI. Adjournment



Washington Parish Library  
Library Board of Control  
Franklinton Branch  
Thursday, February 22, 2018. 6:30 PM  
Meeting Minutes

**I Call to Order**

The board was called into session by Mr. Westmoreland at 6:30 PM.

**II Roll Call**

Present were:

Mr. Westmoreland

Mr. Adams

Ms. Jackson

Ms. Ross

Ms. Jenkins

Ms. Thomas

**III Prayer**

A prayer was offered by Ms. Jackson.

**Amend Agenda**

A motion was made by Ms. Thomas to amend the agenda to:

1. Put "Election of Officers" after the Approval of Last Meeting Minutes
2. Put Ms. Bourne under New Business as letter D
3. Put Personnel Policy under New Business as letter E

Second by Ms. Ross. All Board Members agreed. The motion was passed. The new amended agenda is attached with the minutes.

**IV Approval of Regular Last Meeting Minutes**

A motion was made by Ms. Jackson to accept the minutes with the amendments Mr. Adams added to include concern from a citizen about the use of gift cards and supplies for the Bogalusa Branch. The motion was second by Mr. Adams. All Board Members agreed. The motion was passed.

## **V Election of Officers**

A motion was made by Ms. Ross to re-elect Mr. Westmoreland as president, Mr. Adams as vice-president and to elect Ms. Thomas as Treasurer / Secretary for 2018. The motion was second by Ms. Jenkins. All Board Members agreed. Motion was passed.

## **VI Director's Report**

The air condition has been replaced at the Bogalusa Branch. Bogalusa has been given new chairs from the St. Tammany Library that will replace the wire chairs at the branch. Staff Members went to a Summer Reading Program workshop and to a staff day workshop.

## **VII Old Business**

There was no old business to report on at this meeting.

## **VIII New Business**

### **C. 2018 Budget**

The Director presented the Board with a spread sheet showing the budget from 2006 until 2018 comparing how much the revenue has changed over that time period. It was noted that the State Revenue Sharing has been decreasing significantly.

The library has hired a Consultant to help with the E-rate grant. Hospitalization has gone up for the employees. A new microfilm reader was purchased for the Bogalusa Branch.

### **Projects at Large**

#### **Thomas**

1. Meeting room is needed. Would be used by the community and the staff. The extension would be similar to Enon, but a litter bigger. Mr. Thomas needs to be contacted about using the land.
2. Rebuild ramp with cover. Wood is starting to crumble.
3. Add a second bathroom

The Director presented the Board with an estimated price for the project.

#### **Bogalusa**

1. Close in the carport to give the branch a larger meeting room.
2. Make a manager's office
3. Tree roots are damaging the slab
4. Renovate bathrooms

## **Franklinton**

1. Reorganize library
2. Renovate bathrooms

## **D. Angie Contract**

Both Ms. Donna Graham, the Director of Finance at the Parish Government and Mr. Wayne Kuhn, the Parish Government Lawyer has reviewed the contract.

A motion was made by Mr. Adam to accept the contract for the Angie Branch and Ms. Ross second the motion. All Board Members agreed. The motion was passed. The contract was signed by the Board President.

The architect will be working with the Director to make a plan for the new Angie Branch. Mr. Barron asked to keep all contractors local if possible and that the Parish Government would probably have a new Director of Public Works by the time the project would begin

## **E. Appointment**

Mr. Lewis is no longer able to serve on the Board because he is ill. Ms. Suzanne Betts would like to join the Board. She has a back ground in library, education and technology.

A motion was made by Ms. Thomas to appoint Ms. Suzanne Betts to the Washington Parish Library Board. The motion was second by Ms. Ross. All Board Members agreed. Motion was passed.

## **F. Ms. Bourne**

Ms. Bourne expressed concerns about:

1. Being notified when board meetings are cancelled
2. Reading minutes from previous meetings
3. Concerns about the Bogalusa Branch were not put in minutes from previous meetings
4. Board members are not responding to her concerns
5. Employees should be able to talk to Friends about Bogalusa Branch
6. Petition was sent out to get Anna Fendalson back on Bogalusa staff
7. Bogalusa Branch gift cards
8. Bogalusa Branch staff had to clean the library for seven months, because they didn't have anyone to do it

Mr. Westmoreland and Mr. Adams assured Ms. Bourne that her concerns would be addressed.

## **G. Personnel Policy**

A motion was made by Mr. Adams to change and add to personnel policy of the Washington Parish Library Board of Control as follows:

1. That all hiring, firing, promotion, demotion, salaries increase, salaries decrease of all personnel of authority must be presented to the Board for approval for a vote. This

applies to Assistant Branch Managers, Assistant Director, and Director of the system.

2. No employee shall be paid more than the Director or Assistant Director within the library system.
3. The position of Assistant Director to Administration is to be eliminated from the budget, account number 0294000.10200. This savings to the payroll shall be used to provide raises to all employees that are been paid less than \$10.00 an hour to be brought in compliance with the Washington Parish minimal wage of \$10.00 per hour.
4. Accumulated sick leave must be used for outage do to sick leave, will not be paid on the termination of any employee.
5. Amend the 2018 budget to be approved at the next board meeting to reflect any changes that are needed to the budget

Motion was second by Ms. Thomas. All Board Members agreed. Motion was passed.

**Discussion before vote about the personnel policy motion:**

Mr. Westmoreland wanted to know if this was for all the positions. Mr. Adams said all positions are created by the Board so all other positions that are created must be approved by the Board. This would apply to the Assistant Managers and Branch Managers that have authority over people in the system. People that fill these positions must be approved by the Board.

Ms. Adams said these are people that are run the library system for the Board.

Mr. Westmoreland said this would limited the Director to put people were they need to be. Mr. Adams said this would not. The Director can choose them but the Board will approve them and any position that is created.

Ms. Ross asked that Mr. Adams would state in his motion that the Director will still have the authority to place people. Mr. Adams said he would. Mr. Adams it would be people that have authority over the staff. All other position would continue as is.

Mr. Westmorland said that the Director would be able to appoint the person. Mr. Adams said yes and that the Director could take temporary action if necessary.

Only the administrative positions would be working directly for the Board, Mr. Adams stated. Mr. Westmorland said he like that it gives the administrators some legal standing if something would happen that was an ethical type issues. That this would not apply to disciplinary actions. Mr. Adams said this would only be for the hiring and firing of these personnel.

Mr. Adams gave an example about the School Board hiring process, that the Board is the one that gives the final approval for hiring the employee.

Mr. Westmoreland said that was what he wanted to hear, that the Director would chose the employees and the Board would have the final approval. The Board would not be doing the interviews. Mr. Westmoreland said he was comfortable with Mr. Adams explanation.

**XI Public Comment**

There were no public comments to report on at this meeting.

Mr. Westmoreland said the agenda have to be opened again because Executive Session was not on the agenda. A motion was made to amend the agenda by Mr. Adams and second by Ms. Thomas. All Board Members agreed. Motion was passed.

**X. Executive Session (Director Evaluation)**

Mr. Adams made a motion that everybody could leave and the Board would go into executive session for the evaluation of the Director, because it can't be done in public. The motion was second by Ms. Thomas. All Board Members agreed. Motion was passed.

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

**XI Adjournment**

A motion to adjourn was made by Ms. Thomas at 9:47 PM. A second was made by Ms. Jenkins which passed by a voice vote of all members present.



Washington Parish Library  
Library Board of Control  
Enon Branch  
Thursday, March 22, 2018. 6:30 PM  
Meeting Agenda

- I. Call to Order
- II. Roll Call
- III. Prayer
- IV. Approval of Last Regular Meeting Minutes
- V. Director's Report
  - A. Newsletter
- VI. Old Business
- VII. New Business
  - A. Executive Session – Personnel (Position Upgrades)
  - B. Discussion of Angie Branch Options
  - C. Surplus property
- VIII. Public Comment
- IX. Adjournment





Washington Parish Library  
Library Board of Control  
Enon Branch  
Thursday, March 22, 2018. 6:30 PM  
Meeting Minutes

**I. Call to Order**

The board was called into session by Mr. Westmoreland at 6:45 PM.

**II. Roll Call**

Present were:

Mr. Westmoreland

Mr. Adams

Mrs. Jackson

Ms. Ross

Mrs. Jenkins

Mrs. Thomas

**III. Prayer**

A prayer was offered by Mrs. Thomas.

**IV. Approval of Last Regular Meeting Minutes**

1. Approval of November amendments to the 11/2017 LBOC meeting

Motion to approve made by: Mrs. Ross, Second: Mrs. Jenkins, passing by voice vote of all present

2. Approval of February 22, 2018 regular meeting minutes

Motion to approve made by: Mrs. Ross, Second: Mrs. Thomas, passing by voice vote of all present

**V. Director's Report**

**A. Newsletter**

**VI. Old Business**

None

**VII. New Business**

**A. Executive Session – Personnel (Position Upgrades)**

The Board decided that it was not necessary to go into Executive Session

**B. Discussion of Angie Branch Options**

The Director asked the Board to consider a Building Committee to review the changes to the Angie Branch and to meet with the Board and the Parish Boards 9 Planning, etc.)

Committee Members:

Mr. Levi Lewis, of the Parish Council

Mrs. Ross

Mrs. Jackson

Mrs. Thomas

Mrs. Jenkins

**C. Surplus Property**

A motion was made to discard the white chairs at the Bogalusa Branch by Mrs. Thomas, with a second by Mrs. Jackson, passing by voice vote of all present. The Director is to seek the help of Parish Government in the proper process of property disposal for the chairs. This is to ensure that all laws are followed and accountability maintained.

**VIII. Public Comment**

None

**IX. Adjournment**

A motion to adjourn was made Mrs. Jenkins with a second by Mrs. Ross, passing vote of all members present.



Washington Parish Library  
Library Board of Control  
Bogalusa Branch  
Thursday, April 19, 2018. 6:30 PM  
Meeting Agenda

- I. Call to Order
- II. Roll Call
- III. Prayer
- IV. Approval of Last Regular Meeting Minutes
- V. Director's Report
- VI. Old Business
- VII. New Business
  - A. Discussion of Angie Branch Options/Mr. Lee's comments
  - B. Thomas Branch Addition
- VIII. Public Comment
- IX. Adjournment



Washington Parish Library  
Library Board of Control  
Bogalusa Branch  
Thursday, April 19, 2018. 6:30 PM  
Meeting Minutes

**X. Call to Order**

The meeting was called to order at 6:35 PM

**XI. Roll Call**

Present were:

Mr. Westmoreland

Mrs. Jackson

Mrs. Betts

Mrs. Thomas

**XII. Prayer**

A prayer was offered by Mrs. Jackson

**XIII. Approval of Last Regular Meeting Minutes**

There was a motion to approve the minutes of the March 22, 2018 meeting. The motion was made by Mrs. Thomas with a second by Mrs. Jackson, passing by vote all members present.

There was a correction, post approval pointed out by Mrs. Bourn regarding the chairs at Bogalusa that were declared surplus. Mrs. Bourn pointed out that the chairs are worth something as object d'art and that this should be taken into consideration when they are offered for auction.

A motion for this correction was made by Mrs. Thomas with a second by Mrs. Jackson, passing by vote all members present.

**XIV. Director's Report**

1. Marion Porter, of the Enon staff, has obtained a \$10,000 International Paper grant to help defray the costs for the summer reading program.

2. The library has secured \$18,000.00 in Tier II ERATE funding for the current year. The award will be used to enhance Wi-Fi services in the libraries.
3. The part-time and full-time staff has received raises.
4. Interviews will be conducted for the full-time Assistant Manager positions on Monday.
5. There are three proposals for the meeting room walls for the Angie Branch. Mr. Lee of Nobles and Associates will have some proposals under New Business.
6. There is a quote (\$38,500) from Eric Newman Construction for the work to be done on the Thomas Branch.
7. Board members and staff are eligible to attend ALA conference and budgetary provisions were made to accommodate those who desire to attend.

**XV. Old Business**

None

**XVI. New Business**

**1. Discussion of Angie Branch Options/Mr. Lee's comments**

Mr. Lee highlighted some of the options with the doors to the meeting room in the new facility. The Board opted for the lesser-expensive options 1 and 2.

**2. Thomas Branch Addition**

The Board reviewed the cost and options of the Thomas addition and decided to move forward with this project, on a motion by Mrs. Thomas, with a second by Mrs. Betts, passing by vote of all members present. The Board President instructed the Director to put a resolution together for the work on the Thomas Branch.

**XVII. Public Comment**

Mrs. Bourn expressed some concerns:

**1. "What are the expectations of the role of the Friends of the Library?"**

Mr. Westmoreland assured Mrs. Bourn that the Friends serve a vital role in funding projects which benefit the library. He also added that the Board was appreciative of everything the Friends have done for the library and value their support in the community.

**2. She felt that the chairs or library property should be surpluses and sold at a profit and not merely "dumped" for a bargain basement price. On antique websites, some of the chair could sell for 100 to 800 dollars. She asked that the laws be followed on the disposition of the items from the library. The board agreed that any disposition would follow state law.**

**3. Expect administration to observe open meeting laws. Need to communicate with public.**

4. Mr. Levi Lewis stressed the importance of keeping the public informed. He also asked when the projection date for construction of Angie Branch to begin. It is difficult to determine at this time.

**XVIII. Adjournment**

A motion to adjourn was made by Mrs. Betts with a second by Mrs. Thomas, passing vote of all members present.



Washington Parish Library  
Library Board of Control  
Franklinton Branch  
Thursday, May 17, 2018. 6:30 PM  
Meeting Agenda

- I. Call to Order
- II. Roll Call
- III. Prayer
- IV. Approval of Last Regular Meeting Minutes
- V. Director's Report
- VI. Old Business
- VII. New Business
  - A. Approval of final plans for Angie
  - B. Approval of renovation plans for Thomas
  - C. Employee Options/457 Plan- Deferred Compensation for employees
- VIII. Public Comment
- IX. Adjournment



Washington Parish Library  
Library Board of Control  
Franklinton Branch  
Thursday, May 17, 2018. 6:30 PM  
Meeting Minutes

**I. Call to Order**

Mr. Westmoreland called the meeting to order at 6:50 pm

**II. Roll Call**

Present were Mrs. Betts, Mr. Westmoreland, Mr. Adams, Mrs. Jenkins and Mrs. Thomas. Mrs. Ross and Mrs. Jackson were absent

**III. Prayer**

**IV. Approval of Last Regular Meeting Minutes**

A motion was made to approve the April minutes with corrections to public comments made during the last meeting. A motion was made by Mrs. Thomas, with a second by Mrs. Betts. The motion passed by voice vote of all members present, none dissenting.

**V. Director's Report**

The Director highlighted some of the topics on the agenda under new business and stressed that an employee savings plan would not be a cost to the library, but would allow both full and part-time employees a chance to save and invest.

**VI. Old Business**

**VII. New Business**

**A. Approval of final plans for Angie**

There will be a special meeting on the May 24, 2018 to deal with the aspects of Angie. Mr. Lee of Nobles and Associates will be present with plans in hand.

**B. Approval of renovation plans for Thomas**

Mr. Adams mentioned that there needed to be more "meat on the bones" of the proposal there should be more definitive details of the additions to the building

**C. Employee Options/457 Plan- Deferred Compensation for employees**



The Director pointed out that a public employees 457 plan would be a no cost (to the system) savings and investment option.

**VIII. Public Comment**

Mrs. Bourn asked "If there is litigation against the library, will you announce it in an open meeting? To which Mr. Adams replied "At this point, the library is not involved in any litigation. If litigation is filed we will announce it in a public forum, but at this time there is no action filled. "

**IX. Adjournment**

A motion to adjourn was made Mrs. Thomas, with a second by Mrs. Jenkins, unanimously, at 7:20 pm.



Washington Parish Library  
Library Board of Control  
Building Planning Meeting  
Bogalusa Branch  
Thursday, May 24, 2018. 6:30 PM  
Meeting Agenda

- I. Call to Order
- II. Roll Call
- III. New Business
  - A. Approval of plans for Angie
- IV. Public Comment
- V. Adjournment



Washington Parish Library  
Library Board of Control  
Building Planning Meeting  
Bogalusa Branch  
Thursday, May 24, 2018. 6:30 PM  
Meeting Minutes

**I. Call to Order**

Mr. Westmoreland called the Board to order at 6:41 PM

**II. Roll Call**

Present were Mr. Westmoreland, Mrs. Ross, Mrs. Jenkins, Mrs. Thomas and Mr. Adams.  
Absent were Mrs. Jackson and Mrs. Betts.

**III. New Business**

**A. Approval of plans for Angie**

Discussion: The plans were presented by Mr. Steven Lee of Nobles and Associates. He noted the changes that had been asked for since the last meeting (a set of doors from the meeting room into the branch, a pass-through door into staff room. The discussion then switched to the brick façade of the building. In discussion, the board indicated that they would survey the plans and study different forms of brick left at the Bogalusa branch. Mr. Adams and Mrs. Jenkins did not care for the originally-proposed cinder block course along the lower perimeter of the building. In discussing what was necessary to proceed, Mr. Adams asked Mr. Lee what he would need and Mr. Lee stated that he would just need an approval of the plans. With that, Mr. Westmoreland called for a motion to approve the plans as they appear; Mr. Adams made the motion, seconded by Mrs. Thomas, passing by voice vote of all members present.

**IV. Public Comment**

**V. Adjournment**

A motion to adjourn was made by Mrs. Jenkins, with a second by Mrs. Thomas, passing by vote of all members present



Washington Parish Library  
Library Board of Control  
Franklinton Branch  
Thursday, August 23, 2018, 5 PM  
Meeting Agenda

- I. Call to Order
- II. Roll Call
- III. Prayer
- IV. Approval of Meeting Minutes
  - Approval of May 17, 2018 Minutes (regular meeting)
  - Approval of May 24, 2018 Minutes (building planning meeting)
- V. Director's Report
- VI. Old Business
  - Considerations for the Northeast Branch (Angie)
- VII. New Business
  - Recognition of Staff
  - Executive Session (strategy session)
- VIII. Public Comment
- IX. Adjournment



Washington Parish Library  
Library Board of Control  
Franklinton Branch  
Thursday, August 23, 2018, 5 PM  
Meeting Minutes

**I. Call To order**

Mr. Westmoreland called the meeting to order at 5:20 pm

**II. Roll Call**

Present were Mrs. Ross, Mrs. Jenkins, Mrs. Jackson, Mrs. Betts, Mrs. Thomas and Mr. Westmoreland. Mr. Adams was absent.

**III. Prayer**

Mr. Westmoreland asked Mrs. Jackson to lead the opening prayer.

**IV. Approval of Meeting Minutes**

**Approval of May 17, 2018 regular meeting minutes:**

There was some discussion on the approval of the meeting minutes; Public comment was made regarding legal action petitioning the library to produce documents under a public documents request. The library produced the documents for the attorney in question. Mr. Adams stated, at the May meeting that the library is not presently in litigation. Mr. Barron pointed out that the upcoming court action only deals with a Public Records Request under that statute, the results of this action will be announced at the next regular board meeting.

A motion was made to approve the minutes by Mrs. Ross with a Second by Mrs. Thomas, passing by voice vote of all members present.

**Approval of May 24, 2018 building planning meeting minutes:**

Mr. Steven Lee, with Noble and Associates, discussed potential choices and issues for the Angie Branch. One of the biggest are the regulatory hurdles faced during the approval process. Mr. Lee and Mr. Barron will be meeting with Parish Government to discuss the building in the near future.

A motion was made to approve the minutes by Mrs. Jenkins with a Second by Mrs. Thomas, passing by voice vote of all members present.

**V. Director's Report**

Mr. Barron asked to shift the balance of his time for the report to new business.

**VI. Old Business**

**Considerations for the Northeast Branch (Angie)**

Mr. Steven Lee reported that there will be many issues ahead for the branch. Parking is currently the biggest issue that faces state approval. The Department of Health and Hospitals will have to look at the physical plant.

**VII. New Business**

**Recognition of staff**

Mr. Barron took a few minutes to recognize staff members that have contributed significantly to the enhancement of library services. Recognized were Mrs. Winola Holiday, Mrs. Marian Porter and Mrs. Connie Miller. They have worked together on the programming committee and applied for and won \$45,000.00 in grants for the library over the last three years. It was noted that Mrs. Miller has over 20 years of service to the library.

**VIII. Public Comment**

Mrs. Bourn commented on the petition before the court regarding a public records request. Mr. Barron stated that when that matter is disposed before the court, it would be noted.

**IX. Adjournment**

A motion to adjourn was made by Mrs. Betts with a second by Mrs. Thomas, passing by voice vote of all members present.



Washington Parish Library  
Library Board of Control  
Franklinton Branch  
Thursday, September 27, 2018. 6:30 PM  
Meeting Agenda

- I. Call to Order
- II. Roll Call
- III. Prayer
- IV. Approval of Last Regular Meeting Minutes
- V. Director's Report
- VI. Old Business
- VII. New Business
  - A. Budget Hearing 2018 & 2018 budgets
  - B. Leave proposals for employees
  - C. Angie update
  - D. Insurance update (Errors & Omissions policy)
  - E. ERATE update.
- VIII. Public Comment
- IX. Adjournment



Washington Parish Library  
Library Board of Control  
Franklinton Branch  
Thursday, September 27, 2018. 6:30 PM  
Meeting Minutes

**I. Call to Order**

Mr. Westmoreland called the meeting to order at 6:30 pm

**II. Roll Call**

Present were Mrs. Ross, Mrs. Jenkins, Mrs. Jackson, Mrs. Betts, Mrs. Thomas, Mr. Westmoreland and Mr. Adams.

**III. Prayer**

Mr. Westmoreland asked Mrs. Thomas to lead the opening prayer.

**IV. Approval of Last Regular Meeting Minutes**

A motion was made to approve the August 23, 2018 minutes by Mrs. Ross with a Second by Mrs. Jackson, passing by voice vote of all members present.

**V. Director's Report**

- A. No news about Angie, still waiting on State to approve project
- B. Ken Wheat with Parish Government wants to pull up speed bumps so library patrons can use Bogalusa parking lot near hospital.
- C. Franklinton Branch floors will be cleaned and waxed on Thursday and Friday of the fair, since library will be closed.

**VI. Old Business**

\$4400 in attorney fees have been paid to cover court costs in previous litigation.

**VII. New Business**

- A. Budget Hearing 2018 & 2019 budgets  
Two adjustments to 2018 Budget were needed:



1. Budget Line 10200 –Salaries from \$460,000 to \$475,000 (Increase by \$15,000)
2. Budget Line 35000 –Professional Services from \$5700 to \$11,000 (Increase by \$5300)

A motion was made by Mr. Adams to accept the 2018 Budget with the two adjustments with a Second by Mrs. Betts, passing by voice vote of all members present.

A motion was made by Mr. Jenkins to accept the proposed 2019 Budget with a Second by Mrs. Ross, passing by voice vote of all members present.

**B. Leave proposals for employees**

Personnel policy handbook needs to be revised.

**C. Angie update**

No new update

**D. Insurance update (Errors & Omissions policy)**

Crime policy was discussed. In addition, forms were handed out for Board members to provide information for insurance.

**E. ERATE update**

Library can expect an additional \$20,000 in budget since ERATE credits libraries directly instead of having to keep it in reserve while library waits for reimbursement.

**VIII. Public Comment**

None

**IX. Adjournment**

A motion to adjourn was made by Mrs. Betts with a second by Mrs. Thomas, passing by voice vote of all members present.



Washington Parish Library  
Library Board of Control  
Franklinton Branch  
Thursday, November 1, 2018. 6:30 PM  
Meeting Agenda

- I. Call to Order
- II. Roll Call
- III. Prayer
- IV. Call to Executive Session (Motion required)
- V. Subject : Employee Appeal
- VI. Closure of Executive Session (Motion required)
- VII. Decision (Roll call vote if necessary)
- VIII. Adjournment (Motion Required)



Washington Parish Library  
Library Board of Control  
Franklinton Branch  
Thursday, November 1, 2018. 6:30 PM  
Meeting Minutes

**I. Call to Order**

Mr. Westmoreland called the meeting to order at 6:35 pm

**II. Roll Call**

Board Members Present:

Mr. Jim Adams

Mrs. Suzanne Betts

Mrs. Louella Jackson

Mrs. Katherine Jenkins

Mrs. Emma Ross

Mr. Richard Thomas- ex officio (Parish President)

Mrs. Sally Thomas

Mr. Donald Westmoreland

Attorney's Present:

Mr. Dwayne Kuhn- representing Library

Mr. Patrick Murray- representing Anna Fendalson

Mr. John Thomas- representing Anna Fendalson

**III. Prayer**

Mr. Westmoreland asked Mrs. Jackson to lead the opening prayer.

**IV. Call to Executive Session (Motion required)**

A motion was made by Mrs. Thomas to go into executive session with a Second by Mrs. Jenkins, passing by voice vote of all members present.

**V. Subject : Employee Appeal**

A motion was made by Mrs. Jackson to open the discussion with the stipulation on record that it would be an open meeting waving rights to Ms. Fendalson's privacy. Second by Mrs. Jenkins, passing by voice vote of all members present.

VI. Closure of Executive Session (Motion required)

**Motion: To come out of executive session**

First: Katherine Jenkins

Second: Suzanne Betts

Vote: Unanimous

VII. Decision (Roll call vote if necessary)

**Motion: To take matter under advisement**

First: Jim Adams

Second: Suzanne Betts

Vote: Unanimous

VIII. Adjournment (Motion Required)

**Motion: To adjourn**

First: Katherine Jenkins

Second: Sally Thomas

Vote: Unanimous