

Washington Parish Library
Library Board of Control
Bogalusa Branch
Thursday, January 3, 2020, 4:00 p.m.
Meeting Agenda

- I. Call to Order
- II. Roll Call
- III. Prayer
- IV. Pledge of Allegiance
- V. Approval of Minutes
- VI. Director's Report
- VII. Bulletins/Correspondence
- VIII Unfinished Business
- IX. New Business
 - A. Election of officers
 - B. Bylaws review (time)
 - C. Employee compensation
 - D. Parking lot
- X. Public Comment
- XI. Adjournment

Washington Parish Library
Library Board of Control
Bogalusa Branch
Thursday, January 23, 2020, 4:00 p.m.
Meeting Minutes (Draft)

I Call to Order

The Board was called to order by Mrs. Thomas

II Roll Call

Roll was called by Mr. Barron, present were:

Mr. Adams

Mrs. Betts

Mrs. Jackson

Mrs. Ross

Mrs. Thomas

Mr. Westmoreland

Administration Present:

Mr. Barron

Mrs. Magee

Mr. Galivan (Human Resources)

III. Prayer

A blessing was offered by Mr. Adams.

IV. Pledge of Allegiance

The Pledge of Allegiance was led by Mrs. Jackson.

V. Approval of Minutes

A motion to approve the minutes of the November 21, 2019 meeting were made by Mr. Adams, with a second by Mrs. Jackson, passing by voice vote of all members present.

A motion was made by Mrs. Ross, with a second by Mr. Westmoreland to approve the minutes of the December 5th, 2019 meeting.

VI. Director's Report

Programming

Bogalusa programming has gone well, in the last several months Ms. Tonya and Ms. Aerial have been in the news a tremendous amount lately as has Ms. Amy of the Franklinton Branch. The other Branches are constantly, with the help of the Friends of the Library, able to do many

good things. An example of this would be the sponsorships for the holiday drawings and the support they provide for the Summer Reading Program.

We have hired two new employees, one for Franklinton and one to assist with Thomas. They will start shortly and will be in place and ready for Summer Reading.

Angie Branch Updates

The pre-bid meeting for the potential contractors on the Angie Project will be held at the Bogalusa Branch, in the Board Room, on 1/28/2020, 10 am. The Opening of the bids will be held at parish government on 2/21/2020 in their conference room on the second floor at 10 am.

Millage

Per the Board's request, you each have copies of the Secretary of State's Propositions Handbook. In it are contained all of the necessary parts of the process for getting an issue to ballot.

VII. Bulletins/Correspondence

The Louisiana Center for the Book Director, Mr. Jim Davis, has sent out a letter highlighting a lecture on the life and times of Ernest J. Gaines. The lecture will be in Baton Rouge at the State Library on 2/19/2020. Mr. Barron, Mrs. Thomas and Mrs. Ross will attend.

VIII Unfinished Business

None

IX. New Business

E. Election of officers

Mrs. Thomas, in her role as presiding officer of the board, called the question to nominees for candidacy for officer for members of the board for the coming year. Mr. Adams announced that he would like to be considered for President, to this end, a motion was made by Mr. Westmoreland, with a second by Mrs. Ross to this effect, passing by voice vote of all eligible members present.

Mrs. Thomas, in her role as presiding officer of the board, called the question to nominees for candidacy for officer for members of the board for the coming year. A motion was made by Mrs. Jackson that, Mrs. Thomas serve as Vice President, with a second by Mrs. Betts, passing by voice vote of all eligible members present.

To fill the position of Treasurer of the Board, Mrs. Thomas called the question for a motion by the board for a candidate to serve. Mr.

Westmoreland nominated Ms. Ross, with a second by Mrs. Betts, passing by voice vote of all eligible members present.

F. Bylaws review (time)

Per the Library Policy Manual, the Board of Control, under the Bylaws, Code 1-106, is slated to meet every third Thursday in the months of January, March, May, July, September and November and alternate between Franklinton and Bogalusa, at 5:45 pm.

The Board wishes to change this to “a rotational basis of all branches” and at a time to be determined. Most Board members favor the 4 pm meeting time. This being the case, Mrs. Thomas called the question of the changes, a motion was made by Mr. Adams, with a second by Mr. Westmoreland, passing by voice vote to reflect the change to be made in the policy. The change will be written in format and in effect immediately.

G. Employee compensation

During the Budget process, Mr. Barron and Mrs. Graham outlined goals for 2020. One of them was a potential raise for the staff of 2%. Mrs. Thomas called the question and Mr. Westmoreland made a motion, with a second by Mrs. Betts for the employees to receive a slight pay increase. This motion carried by voice vote of all members present.

H. Parking lot

Mr. Adams pointed out that the Board should consider voiding the agreement, dating from 8-23-2006, to allow for dual-use of the space for parking and a museum. The Director should prepare a resolution of the Board terminating this agreement. This will be presented at the February meeting in Franklinton.

X. Public Comment

XI. Adjournment

Washington Parish Library
Library Board of Control
Franklinton Branch
Thursday, February, 20, 2020, 4:00 p.m.
Meeting Agenda

I. Call to Order

The meeting was called to order later at 4:30 pm pending the arrival of Judge William Burris, Sr. for the swearing in of the Library Board of Control.

The Board of Control agreed to move the oath of office ahead of the regular business of the library. To this end, a motion was made by Ms. Ross, with a second by Mr. Westmoreland, placing item IX-A to the head of the order of business. It passed unanimous consent of all members present.

The oath of office was administered by Judge Burris. After this, Mrs. Magee, Assistant Director of the Library, presented a certificate of recognition to the efforts of Ms. Brianna Jones for her efforts working in technology in the library over the last year.

II Roll Call

All Board members were present:

Mr. Adams, Mrs. Thomas, Mrs. Jackson, Mrs. Betts, Ms. Ross, Mr. Westmoreland and Mr. Thomas, Parish President, ex officio. Also present were Mrs. Magee, Mr. Galivan and MR. Barron. The Reverend and Mrs. Ginn were also present.

II. Prayer

A prayer was offered by Reverend Ginn.

IV. Pledge of Allegiance

V. Approval of Minutes

A motion to approve the meeting minutes of 1-23-2020 was made by Ms. Ross, with a second from Mrs. Thomas, passing by voice vote of all members present.

VI. Director's Report

Projects

Thomas – Ramp - Painting –Repair (waiting on 4 new estimates, work to start soon)

Parking/Drainage problem resolution (Working up a plan to go before the planning committee 3/17)

Land and possible expansion (Dr. Thomas will give the library property IF it takes the lead to develop the plans necessary to make efforts work.

Work/Education for VOIP

Pan Terra Networks (Good service, come out and test network)

Gage Communications (Baton Rouge-Based, School Board)

Uniti/Hunt Brothers (Parish Government, other libraries)

VII. Bulletins/Correspondence

None

VII. Unfinished Business

None

IX. New Business

A. Swearing in of board members

This was handled by Judge Burriss on a motion made earlier in the meeting.

B. Bylaws (voting on proposed changes)

The language in the change of the Bylaws was to change from a rigid time and place schedule, alternating between Bogalusa and Franklinton every third Thursday at 5:45 pm was amended to read “at all branches at a time to be determined by the board” and announced in compliance with the Open Meetings Law. The goal is to get out into the small communities at least once per year. A motion to change was made by Mrs. Thomas with a second by Mr. Westmoreland. Mr. Adams called for a roll call vote, which went as follows:

Mr. Adams – Yea

Mrs. Betts – Yea

Mrs. Jackson – Yea

Mrs. Jenkins – Yea

Ms. Ross – Yea

Mrs. Thomas – Yea

Mr. Westmoreland – Yea.

All were in favor and the motion carried.

C. Parking lot resolution (Board Resolution #1-2020). Mr. Adams entertained a motion to approve Resolution 1-2020, which revokes the Board’s previous action, dating from December, 2006, allowing part of library property to be used for a museum and parking lot. A motion was made by Mrs. Jenkins, with a second by Ms. Ross, to approve resolution 1-2020. Mr. Adams asked for a roll call vote, it was:

Mr. Adams – Yea

Mrs. Betts – Yea

Mrs. Jackson – Yea
Mrs. Jenkins – Yea
Ms. Ross – Yea
Mrs. Thomas – Yea
Mr. Westmoreland – Yea.
All were in favor and the motion carried.

D. Angie Notes

The pre-bid meeting is tomorrow at the Parish Government conference room. So far there is only one bidder as the only other bidder withdrew.

E. Executive Session – Director’s Evaluation

A motion was made to go into executive session by Mr. Westmoreland, with a second by Mrs. Jenkins, passing by voice vote of all members present. The Director’s evaluation was discussed. The action was positive and the employee will be retained, on motion by Mrs. Betts, with a second by Mrs. Jenkins, passing by voice vote of all members present. A motion to close was made by Mrs. Betts, with a second by Mrs. Jenkins, passing by voice vote of all members present.

F. Leave Proposal and Change

Currently, part time employees accrue sick and annual leave. The carrying over of this leave constitutes a financial liability that could be used for other purposes. A proposal exists to phase out the leave, over a 2 year period and to stop the accrual of the leave on 3-1-2020. The leave would have to be used by 12-31-2020 or forfeited. The total obligation to the leave granted to part time employees amount to 10% of line 102 (Salaries) of the budget. A motion was made to stop accrual by Mrs. Jenkins, with a second by Mrs. Betts, passing by voice vote of all members present.

X. Public Comment

XI. Adjournment

**Washington Parish Library
Library Board of Control
Bogalusa Branch
Thursday, July 23, 2020, 6:30 p.m.
Meeting Minutes**

- VIII. **Call to Order**
Mrs. Thomas called the meeting to order at 6:37 pm.
- IX. **Roll Call**
Roll was called by the director. Present were Ms. Ross, Mrs. Thomas, Mrs. Jackson, Mrs. Jenkins and Mrs. Betts. Mr. Adams was absent due to surgery, Mr. Westmoreland due to an appointment that ran late.
- X. **Prayer**
A prayer was offered by Mrs. Jackson.
- XI. **Pledge of Allegiance**
The pledge was led by Mrs. Ross
- XII. **Approval of Minutes**
The meeting minutes and related materials were email to LBOC members and were printed and available from the February meeting. Mrs. Thomas called for a motion to approve the minutes, pending corrections. A motion was made by Ms. Betts, with a second by Mrs. Jenkins, passing by voice vote of all members present.
- XIII. **Director's Report (Please see power point slides included for the report)**
A. **Work on Thomas**
B. **System Status - Statistics**
C. **Finance Report**
D. **Grants and Donations**
 1) **Friends**
 2) **CARES Electronic Grant**
 3) **Genealogy Donation**
E. **Angie/Planning Commission Update**

XIV. Bulletins/Correspondence

The director pointed out the exchanges in email between the state library and WPL. This correspondence allowed the library to develop a reopening plan and to win a grant for \$6,700.00 to further push Wi-Fi signal and to purchase circulating hotspots for the public.

XV. Unfinished Business

A. Public comment (leave Issue)

The Board President, Mrs. Thomas, recognized Mrs. Holliday, to speak on the matter of leave accrual. As noted from the earlier meeting minutes, the accrual was stopped. Mrs. Holliday presented the concerns of the part-time staff, which represents $\frac{3}{4}$ of the active strength of the library. Cases were made by both side for the actions taken, both positions were articulated on the leave issue. What was decided, collectively, was to form a committee of both part-time staff and 3 board members to evaluate the possibilities of resolving the issue. A motion was made by Mrs. Jenkins with a second by Mrs. Betts, that called for Mrs. Magee, Mrs. Holliday, Mrs. Dawson and Ms. Mathews and LBOC members Mrs. Thomas, Mrs. Betts and Ms. Ross to look into alternative to the deprivation of leave for the Part-time staff. The vote passed by voice vote of all members present.

Mrs. Bourn also stated that a reasonable solution could be found, it should be implemented.

B. Agenda Change, Executive Session/Personnel Issue

A motion was made to open the agenda and executive session to discuss the issue of two employees that are under mandated training requirements by the Board of Control. The motion was made by Mrs. Jenkins, with a second by Ms. Ross, passing by unanimous vote. The terms of the original stipulation were for a 3-credit hour course, to be completed by a specified date (March, 2020) with a reduction of position and pay. The Board specified that, like an undergraduate survey course, a set number of click-hours on a given subject must be complete by the end

of October, 2020. The number set is 25 hours plus the cost of the course of study. Successful completion means an end to probation. The Human Resources Manager will work with the two staff members to ensure completion of the courses on Pryor.com. The staff members expressed that they were aware of the gravity of the issue with remorse. A motion was made to enact the stipulations by Mrs. Jenkins, with a second by Mrs. Betts, passing by vote of all members present. A motion to close executive session was made by Mrs. Jenkins with a second by Mrs. Betts.

XVI. New Business
A. Angie Rebid Resolution

Under new business the director presented the Parish Government's resolution to rebid the work on the Angie library (in both Power Point format and image format) A motion was made by Mrs. Jenkins, with a second by Mrs. Ross to put forth Library Board of Control Resolution #2020-5, to have the parish seek bids in print media, the Internet and social media for the work on the Angie Branch Library. The vote passed by the assent of all member present.

X. Public Comment

Mrs. Lorraine Bourn, of Bogalusa, commented that she wanted the library family back and that she wanted everyone to be in good graces and get along.

Mr. Gray pointed out that he and Mr. Guy wanted to work with the rest of the staff to improve the Bogalusa Branch.

The director noted that working with all stakeholders is an important part of what the library does in the community and that having the means to take care of the employees and develop that capitol assets of the library. This includes meeting spaces in Bogalusa, Thomas and potentially Enon.

XI. Adjournment

A motion to adjourn was made by Ms. Ross with a second by Ms. Jackson at 8:12 pm.

Washington Parish Library
Library Board of Control
Franklinton Branch
Thursday, August 20, 2020, 6:30 p.m.
Meeting Agenda

- I. Call to Order
- II. Roll Call
- III. Prayer
- IV. Pledge of Allegiance
- V. Approval of Minutes
- VI. Director's Report
- VII. Bulletins/Correspondence
- VIII. Unfinished Business
 - A. Leave Issue
- IX. New Business
 - A. Policy Manual Adoption
- X. Public Comment
- XI. Adjournment

Washington Parish Library
Library Board of Control
Franklinton Branch
Thursday, August 20, 2020, 6:30 p.m.
Meeting Minutes

I. Call to Order

The Board was called to order by Mr. Adams, as President at 6:35 P.M.

II. Roll Call

Roll was called by the Board Secretary.

Present were

Mrs. Jackson

Ms. Ross

Mrs. Betts

Mr. Adams

Mrs. Thomas was available for comment via Zoom. Mr. Westmoreland and Mrs. Jenkins were absent.

II. Prayer

A prayer was offered by Mrs. Jackson.

IV. Pledge of Allegiance

Mr. Adams.

V. Approval of Minutes

The minutes were read and were available for review. The Board members had received them earlier through email. Notable corrections were the addition of Mrs. Betts to the Leave Committee and the correction of a misspelling on the agenda ("POLICE MANUAL"). A motion was made to approve by Mrs. Ross, with a second by Mrs. Betts, to approve the minutes of the July 23rd meeting with the corrections noted. The minutes passed by unanimous voted of all members present.

VI. Director's Report

A. Finances

B. Cloud Library Statistics

C. Database Usage and Registration Statistics

D. Policy Manual Changes

E. Leave Policy and Proposed manual Changes

F. Leave Policy and Proposed manual Changes

The director asked that the question of leave be considered under new business, and that the Administration be given person to revise parts of the 2018 policy manual to bring certain portions into line with the Parish Manual.

VII. Bulletins/Correspondence

Email between the state Library on the CARES Grant on Wi-Fi and technology support is ongoing and the library has purchased 8 circulating routers (can be checked out) for the public and will extend the range of Wi-Fi available to the public. Think of it as using an amplifier to boost the transmitting signal from a radio.

VIII. Unfinished Business

B. Leave Issue

The director noted that the part-time staff RUNS the library. Both staff classifications play a great deal on the operations of the library. The part-time employees run the small branches, aid in critical affairs in headquarters, and allow for and handle much of the programming when full-time staff is committed to other projects. In his experience and research, Washington is one of the few libraries that has 2/3 of its main staff working part-time, accomplishing many of the goals of full-time personnel in other libraries. This includes grant writing, managing social media, manage branches and conduct programming. In short, they do the jobs that many who are full-time do in many larger libraries. The leave package allows the library to offer a benefit that has a cost, but it is an advantage that is not offered by other employers. We have a few proposals for the Board to consider.

Mrs. Holiday, of the Enon Branch and winner of many grants (along with Mrs. Porter, they have secured \$60,000.00 in grant funding over the last few years), spoke on the proposals that she has put together at the request of the part-time staff and the board members.

Proposals from the staff:

The part-time employees would like to present the following proposals for your consideration.

Proposal #1:

The part-time employee's request that our leave be returned to the original amount but reduce the carry-over from year to year. The carry-over for full-time and part-time employees was 45 days of medical leave and 80 hours of annual leave. The carry-over would be reduced to be half of what the full-time employees receive. To help keep bookkeeping simple, all leave will be added on Jan. 1.

Proposal #2:

The part-time employees would like the board to consider granting us two weeks (54 hours) of leave each year to be used during that year and not carried over. After 5 years of continuous employment we would like to receive three weeks (81 hours) of leave to be used within that year with no carry-over. To help keep bookkeeping simple, all leave will be added on Jan. 1—this leave is use or lose and is based on keeping holiday pay intact. *

Proposal #3:

(Vacation) The part-time employees would like to receive the amount of leave in hours based on time employed by the library according to the current Library handbook on record, to be added to the payroll record in January of current fiscal year and will be used within that year (use or lose). Employees under one full year of employment will not be eligible until that year is completed. There will be no payout upon termination or resignation of position from the library.

(Medical Leave) The part-time employees would like to receive 27 hrs. (after six months of employment) to be added to the payroll record January of current fiscal year for current employees. This also must be taken within current fiscal year (use or lose) with no payout

Holiday pay) As part-time employees we will no longer receive paid holidays to include employee's birthday. *

*If proposals 2 or 3 are accepted and approved by Library board, the current part-time employees will use all current leave on the books by January 2021. Any sick leave that cannot be used will be donated to a sick leave pool to be used by library employees in case of emergency. This leave would have to be requested by the employee in need and approved by appointed board for approval.

Director's Proposal/Presentation

- 1) A graduated scale that acknowledges the time (longevity) that the employees have invested into the system.
- 2) The graduations would be at the policy-manual specific intervals of 1 year, 3 years, 6 years, 11 years and 16 years. The hours' breakdown could be as follows:
 - a) At the end of one full year, after the introductory period, an employee would be given one week (27 hours) of leave.
 - b) After the completion of three years, two weeks (54 hours) of leave.

- c) After the completion of six years, 67 hours of leave.
- d) After the completion of 11 years, 80 hours of leave.
- e) After the completion of 16 years, 85 hours of leave.

- 3) There should be no payout of leave; it should be on a “use or lose” basis for each part-time employee.
- 4) The establishment of a pool, common among all part-time time staff, for hours held in common, should dire illness or circumstance require extended time away from work.
- 5) Leave donation. Allow a policy mechanism that will allow for leave to be given from either full-time to part time employees, in blocks of 5-10 hours, to cover extreme emergencies. The receiving employee will bear the tax liability for the leave received. Approval may be granted only on consent of the Board by poll vote and confirmed in session at a regular meeting.

The Board President received Mrs. Holiday’s proposal and noted that he would ask for an opinion on the action to be considered. He then stated that the action taken in February should be partially rescinded and asked for a motion to this effect. The action to be rescinded is the portion of the motion that required the staff to use all leave by then end of the calendar year for sick leave and the end of 2021 for annual leave. A motion was made by Ms. Ross, with a second by Mrs. Betts. A Roll call vote was taken.

Member	Yea	Nea	Abstain	Absent
Mr. Adams	X			
Mrs. Betts	X			
Mrs. Jackson	X			
Mrs. Jenkins				X
Mrs. Ross	X			
Mrs. Thomas	(Zoom)			
Mr. Westmoreland				X

IX. New Business

B. Policy Manual Adoption

The Board President asked the Director and Assistant Director to have ready a series of proposals for the manual and to present them at the nest board meeting in September. The Director noted that Mrs. Magee had already noted some areas where clarification might be needed.

The Director asked the Board to President if the he and the Assistant Director could have permission to propose the changes to the 2018 Library Policy Manual (which we are currently operating under) with amendments to match the Parish Policy Manual.

Mr. Adams called for a motion to allow the administrators to review and make recommendations on the policy manual which was made by Mrs. Ross, with a second by Mrs. Betts. The motion carried by voice vote of all members present.

X. Public Comment

The Director point out that the part-time staff makes up the bulk of the workforce of the library. The benefit of the leave was offered them years ago by a previously-sitting library board knowing that the leave would be an enticement over what other part-time jobs could offer. He also pointed out that the part-time staff is mission-critical to the everyday function of the library and to the strategic functions of the library by being the eyes and ears of the library.

Mrs. Winola Holiday presented her proposal and amplified what the Director has stated. The part-time staff has brought as much money into the library (roughly \$60,000.00) over the last many years and has done so without asking for additional compensation to do so. She asked that some consideration be shown for one of the proposals outlined.

Mrs. Melanie Charrier spoke third and outlined the impact of actions on the staff, citing a downturn in morale, a lack of understanding of their role in the library, and she reemphasized what the director said about their criticality to the essential delivery of library service to the community: without the part-time staff, there is no library. She noted that the Board has been generous in allowing for better compensation and that some leave would be better than none.

XI. Adjournment

A motion to adjourn was made at 7:35 P.M. by Ms. Ross, with a second by Mrs. Betts. It carried by unanimous consent of all members present.

Washington Parish Library
Library Board of Control
Bogalusa Branch
Thursday, October 1, 2020, 6:30 P.M.
Meeting Agenda

- I. Call to Order
- II. Roll Call
- III. Prayer
- IV. Pledge of Allegiance
- V. Approval of Minutes
- VI. Director's Report
 - A. Revenue picture from Assessor
 - B. Statistics of online use
- VII. Bulletins/Correspondence
 - A. State Library of Louisiana
 - B. Arcadia Publishing
 - C. Washington Parish Historical and Genealogical Society
 - D. Yvonne Lewis Day/Don Spiers
- VIII. Unfinished Business
 - A. Leave issue and executive session
- IX. New Business
 - A. Near-term capital projects
 - 1) Thomas
 - 2) Bogalusa
 - 3) Angie
 - B. 2020 Budget and possible amendments (hearing)
 - C. 2021 Budget
- X. Public Comment
- XI. Adjournment

Washington Parish Library
Library Board of Control
Thursday, October 1, 2020, 6:30 p.m.
Minutes

- I. Call to Order by Mr. Adams at 6:37 P.M.

- II. Roll Call by Mr. Barron
Board members present: Mr. Adams, Mr. Westmoreland, Mrs. Jenkins, Mrs. Thomas, Ms. Ross and Ms. Jackson; Board member absent: Mrs. Betts

- III. Prayer by Ms. Jackson

- IV. Pledge of Allegiance by Mr. Westmoreland

- V. A motion was made by Mr. Westmoreland to accept the August 20, 2020 minutes as written and second by Mrs. Thomas. All Board members agreed and the motion was passed.

- VI. Director's Report
Mr. Barron gave the Board the Assessor Revenue report and statistics for the online circulation. Mr. Barron explained to the Board about the Assessor Revenue Report and stated that this is where we get the numbers for the budgets.

Mr. Barron passed out the Guidelines for the submission of candidates to and the resignation from Boards and Commissions to each board member. This is for their reference.

Mr. Barron, Mr. Adams and Ms. Charrier went to council meeting in Bogalusa. Mr. Barron and Mr. Adams also went to the Franklinton Council meeting. They were promoting library card sign up month and the library.

- VII. Bulletins/Correspondence
 - A. Mr. Barron has received several emails from the State Library. The library received a grant for the State Library because of COVID 19.

- B. Arcadia Publishing is looking for someone to write about Washington Parish history. Mr. Adams suggested someone he knows that could write about the history of Washington Parish.
- C. Washington Parish Historical and Genealogical Society (The Treasurer, Mrs. Sandra Seals) donated money to the library. The money will be buying microfilm with donation in the amount of \$3,500.00 to cover film not replaced after being damaged in Hurricane Katrina and to cover what is needed at Bogalusa and Franklinton.
- D. Yvonne Lewis Day donated a large amount of books to the library, and they are being housed at the Franklinton Branch. The Director read the letter, thanking her, and also spoke briefly with her on the phone. Her generous donation covers Northeastern Tangipahoa, Washington and some of St. Tammany Parishes.
- E. Mr. Donald Spiers, a Bogalusa-based real estate agent and history enthusiast, donated two copies of his book *The Boy from Bogalusa* to the library. He was featured in a recent interview with Bobbi Jo Breland in the Daily News.

VIII. Unfinished Business

A. Leave issue and executive session

Mr. Adams said that the Board would not make a decision at this Board Meeting because he had not gotten a legal opinion.

Mr. Adams wanted this to go on record that at no time in the history of this Library, which was organized in 1947, has any Board approved any leave for part-time employee. He believes it was done by one of the directors. Mr. Barron researched the minutes and found this information regarding leave for the part-time employees.

A motion was made to go into executive session by Mr. Westmoreland and seconded by Mrs. Jenkins. All board members agreed and the motion was passed. A motion was made to come out of executive session by Mr. Westmoreland and was seconded by Mrs. Jenkins. All board members agreed, and the motion was passed. The Board made this statement: that at the next Board Meeting on November 19, they will vote on the personnel policy and leave issue for the part-time employees.

A motion was made by Ms. Ross to amend the agenda by adding a personnel matter and was seconded by Mrs. Thomas. All board members agreed and the motion was passed.

A motion was made by Mr. Westmoreland for the restrictions be removed for two employees that were required to undergo mandated training by the Board. Both employees have met conditions that were stipulated for them by the Board. By finishing their education training classes through Mr. Patrick and the use of Pryor.com, they are in line for any promotions and raises for the future. The motion was seconded by Mrs. Jenkins. A roll call vote was made as follows:

Member	Yea	Nay	Abstain	Abstain	Absent
Mr. Adams	X				
Mrs. Betts					X
Mrs. Jackson	X				
Mrs. Jenkins	X				
Ms. Ross	X				
Mrs. Thomas	X				
Mr. Westmoreland	X				

All board members agreed, and the motion was passed. Mr. Adams said he was very impressed with their scores for their class and welcomed them back to their normal employee status.

Mr. Al stated that recommendations have been given to the Board on the part-time employee leave issue, and that the part-time employees will not lose what they have already. The leave policy will be discussed extensively at the next Board Meeting in Franklinton.

A motion was made by Ms. Ross to move the Board Meeting time up to 5:30 P.M. for the next meeting in Franklinton on the November 19, 2020 and was seconded by Mrs. Thomas. All board members agreed and the motion was passed.

IX. New Business

A. Near- Term capital projects

1. Thomas Branch – the ramp has been replaced, extended the parking for the school, and Dr. Thomas has given the branch extra parking space in the back of the branch. Mr. Al would like to enlarge the Thomas Branch for programs and a meeting room for the public.
2. Bogalusa Branch – to make the carport into a meeting room.
3. Angie – The Parish Government only put the bid out for Angie on Govbids.com; Mr. Al said he would like to build one part of the branch at a time if it came to that. Mr. Adams said he has 15 contractors sending him text that are looking for work.

B. 2020 Budget and possible amendments (hearing)

A motion was made by Mr. Westmoreland, with a second by Mrs. Jenkins, passing unanimously to amend line items 133, 135, 404 & 609; this will bring these line items in line and to freeze these line items for rest of the year. The motion was seconded by Mrs. Thomas. The Board opened the 2020 budget amendment for discussion to the public for any comments.

A motion was made by Ms. Ross that the Board should give updated information about the Angie Branch at each Board Meeting and was seconded by Mrs. Jenkins. All board members agreed and the motion was passed. Mr. Adams stated that he had talked with Mr. Wheat, the Parish Public Works Director, about putting the Angie Branch back out for bid. Mr. Wheat asked him if he could wait until January 2021 because he has so much going on at the parish government at this time.

Mr. Adams said he understood and would wait until then. Mr. Adams said that, come January 2021, he expect this to be back on the market. Mr. Adams said if Public Works can't do it, Mr. Al has a job to do. Mr. Adams stated that there are other bidders out on the local market. He went on to say that the library would put the new branch out for bid once more. After that, Parish Government, Public Works and the library will try to get it done in part or in stages. Mr. Adams said that the Parish Government completed the Dog Pound in stages due to funding from grants and their budget over a couple of years.

C. 2021 Budget

Mr. Adams opened a public hearing for comments for the 2021 Budget. There was one comment by Mr. Patrick Galivan, who stated that Mrs. Graham, Director of Finance for the Parish Government, have been able to look at the 2021 budget for the library. Mr. Al stated that the library, Road Trust Fund and the Court house are the three accounts that have the most money in them. A motion was made by Ms. Ross to accept the 2021 budget and second by Mrs. Jenkins. Mr. Adams stated this is your budget for 2021 as written and is subject to possible tweaking at any time in the future. This will be our budget to be presented. All board members agreed and the motion was passed.

X. Public Comment

Mr. Guy thanks the staff and the Board for helping him to complete all the conditions for him to be reinstated back to regular status and said he looking for a positive future. Ms. Ross commended them on what they have accomplished.

XI. Adjournment

A motion was made by Mr. Westmoreland to adjourn and was seconded by Mrs. Jenkins. All board members agreed, and the motion was passed.