



Washington Parish Library
Library Board of Control
Franklinton Branch
Monday, September 30, 2024
Meeting Minutes

I. Call to order by the President at 5pm.

II. Roll Call by Director

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

Absent: Ms. Kewanda August and Mr. Perry Talley

III. Invocation by Ms. Penny Moses.

IV. Pledge of Allegiance led by Mrs. Sonnet Ireland.

V. Approval of Agenda

A motion was made by Ms. Ross to approve the agenda; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Motion passed.

VI. Approval of Minutes from July 18, 2024 meeting.

A motion was made by Mrs. Thomas to approve the minutes from the previous meeting on July 18, 2024 at the Franklinton Branch; seconded by Ms. Ross.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Motion passed.

VII. New Business

A. Staff Holiday Luncheon - Thursday, December 19th

As with previous years, Mrs. Ireland asked for permission to close the branches at 11:30am on Thursday, December 19th for the Staff Holiday Luncheon. In previous years, the branches remained closed, allowing the staff to go home with pay. The Board heartily agreed.

A motion was made by Ms. Ross to close the branches for the day, starting at 11:30am on Thursday, December 19th, allowing the staff to enjoy the holiday luncheon and take the rest of the day off with pay; seconded by Ms. Moses.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Motion passed.

B. Budgets

1. Updated 2024 Budget

Mrs. Ireland presented the updated 2024 Library Budget as recommended by Mrs. Donna Graham, the Director of Finance.

A motion was made by Ms. Moses to approve the updated 2024 budget; seconded by Ms. Ross.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Motion passed.

2. 2025 Budget

Mrs. Ireland presented the 2025 Library Budget, based on the final anticipated numbers for 2024. Ms. Moses asked about salary increases, and Mrs. Ireland agreed that the salaries need to be adjusted. Mrs. Ireland had just started her research into that. Mrs. Ireland also mentioned that 2025 is the 100th year anniversary of both the State Library of Louisiana and the Louisiana Library Association; she would like to find a way to send staff to the LLA conference in March to experience that. Trustees could also attend if they wished. The Board agreed that this should also be a priority.

A motion was made by Ms. Ross to approve the 2025 budget with the corrections discussed in the meeting; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Motion passed.

C. 2025 Holiday Calendar

Mrs. Ireland presented the 2025 Holiday Calendar for approval. The only major change would be closing on President's Day for another Staff Training Day. Mrs. Ireland listed this as a tentative date that may be replaced with a closure in March instead for the staff to attend the LLA conference.

A motion was made by Ms. Moses to approve the 2025 calendar; seconded by Ms. Ross.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Motion passed.

D. Policies for Review

1. Part-Time Holiday Pay Policy

By request of the Board at the previous meeting, Mrs. Ireland presented two possible policies for returning a version of holiday pay to the part-time staff. The first option provided part-time staff with 5.5 hours of pay only on holidays that they are already scheduled to work. While it was easy to apply to part-time staff at small branches, it would likely lead to problems at the large branches. It would also add an extra burden to Library Administration and Washington Parish Government to determine who was and was not eligible for the particular days each holiday. The second option provided the part-time staff with holiday pay by following the conventions of full-time holiday benefits. As full-time staff receive 8 hours of holiday pay for each holiday, part-time staff would receive 5.5 hours for that same day, regardless of whether or not they would normally work that day. Schedules will be adjusted to keep part-time staff within their 54 hours per pay period.

A motion was made by Ms. Ross to approve the second policy, providing part-time staff with 5.5 hours of holiday leave for each holiday that full-time staff receive 8 hours of leave; seconded by Ms. Moses.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Motion passed.

2. Update to the Internet Access Policy

Mrs. Ireland presented the updated Internet Access Policy for approval. It now includes information about technology for checkout as well as the wifi locations the Library maintains around the parish.

A motion was made by Ms. Ross to approve the updated policy; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Motion passed.

3. Update to the Library Card Policy

Mrs. Ireland presented the updated Library Card Policy. Some language about verifying children's identities had been left in the policy during revision that no longer applied to the Library.

A motion was made by Ms. Ross to approve the updated policy; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Motion passed.

- 4. Update to the Hotspot Checkout Policy
- 5. Update to the Laptop Checkout Policy

Mrs. Ireland presented the updated Hotspot Checkout Policy. Since the installation of the drive-up book drop at Franklinton, there have been a few instances of patrons returning hotspots there, even though the policy explicitly states that technology needs to be turned in at the Circ Desk to a staff member. We are concerned that the technology will be damaged if we don't explicitly address it, so we are updating both the Hotspot Checkout Policy and the Laptop Checkout Policy to include a \$10 fee to discourage this.

A motion was made by Ms. Moses to approve the both updated policies; seconded by Ms. Ross.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Motion passed.

E. Ad Hoc Committee: Library Director Review

Mrs. Ireland reminded the Board that her review would be due in January, explaining that now might be the best time to form her review committee.

Ms. Moses recommended that the same people from the last review make up the committee: Mrs. Betts, Ms. Ross, and Mrs. Thomas.

A motion was made by Ms. Penny Moses that Mrs. Betts, Ms. Ross, and Mrs. Thomas form the 2024 Ad Hoc Director Review Committee ; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Yes

Ms. Penny Moses: Yes

Motion passed.

VIII. Old Business

A. Alarm Systems - Many very expensive options. Some require significant work done to the branches. Mrs. Ireland recommended going with a self-installed option that is much less expensive and easier to uninstall for now.

B. Angie Updates - Still working on a detailed scope of work.

C. LBOC Applicants - Ms. Melanie Charrier submitted her resume for consideration.

A motion was made by Mrs. Thomas to accept Ms. Charrier's submission and move her along in the process; seconded by Ms. Moses.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Motion passed.

D. LBOC Meeting Dates - Once the meeting concludes, the Branch will close to the public and Staff Day will continue.

A motion was made by Mrs. Thomas to approve the next LBOC meeting for 9am-10am at the Bogalusa Branch on Monday, October 28th; seconded by Ms. Moses.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Motion passed.

E. Positions - Still reviewing applications and interviewing candidates.

F. Thomas Updates - The process has started; it is now a matter of logistics and coordinating with Rayburn and Mike's Flooring.

IX. Committee Reports - none

X. Director's Report - Library has a grant to focus on adult literacy; implementation of a new online subscription for this will begin after the Fair.

XI. Executive Session

A motion was made by Ms. Ross to enter executive session at 6:20pm; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Motion passed.

A motion was made by Ms. Ross to exit executive session and adjourn at 6:50pm; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Motion passed.

XII. Adjournment - Meeting adjourned at 6:50pm.