

Washington Parish Library
Library Board of Control
Franklinton Branch
Tuesday, June 4, 2025, 5:30pm
Meeting Minutes

I. Call to order by Ms. Penny Moses at 5:39pm

II. Roll Call by the Director, Mrs. Sonnet Ireland
Board Members Present: Mr. Derek Dantin, Ms. Penny Moses, Mr. Nathan Pierce, and Ms. Emma Ross.

III. Invocation by Mr. Derek Dantin.

IV. Pledge of Allegiance led by Mr. Nathan Pierce

V. Approval of Agenda

A motion was made by Ms. Ross to approve the agenda; seconded by Mr. Pierce.

Mrs. Suzie Betts: Absent

Ms. Kewanda August: Absent

Mr. Nathan Pierce: Yes

Mr. Derek Dantin: Yes

Ms. Emma Ross: Yes

Ms. Penny Moses: Yes

Mr. Perry Talley: Absent

Motion passed.

VI. Approval of Minutes from February 20, 2025 meeting.

A motion was made by Mr. Dantin to approve the minutes from the previous meeting on February 20, 2025 at the Bogalusa Branch; seconded by Mr. Pierce.

Mrs. Suzie Betts: Absent

Ms. Kewanda August: Absent

Mr. Nathan Pierce: Yes

Mr. Derek Dantin: Yes

Ms. Emma Ross: Yes

Ms. Penny Moses: Yes

Mr. Perry Talley: Absent

Motion passed.

VII. New Business

A. Thomas Branch Community Recognition

The Library Board of Control recognized the important contributions from the local community to the renovations of the Thomas Branch. Ms. Penny Moses thanked the Rayburn Correctional Center, the Pierce Family, Mary Helen Ferguson from the LSU AgCenter, Pine Hardware, McMillan's Nursery, the Friends of the Library, the Maintenance crew of the Washington Parish Government, and Pastor Jeffery Dillon of The Living Center Church in Franklinton and his wife, Waleah Dillon. The Pastor and Mrs. Dillon were presented with a certificate of recognition for volunteering their time and energy to paint the inside of the branch.

B. Introduction of New Board Member

Mr. Nathan Pierce is the new board member from District 5. He is completing the term of Mrs. Sally Thomas upon her retirement. This is his first meeting since being appointed on Monday, March 24, 2025. The Board and the Library

thank Mrs. Thomas for her years of service; both also wish a warm welcome to Mr. Pierce.

C. Adjust the 2025 Budget

Mrs. Ireland brought an amended budget to the Board for approval. In the February 20th meeting, the Board passed WPLBOC Resolution 2025-001 which approved the transfer of \$50,000 from the Fund Balance to the Technology line (730) in order to replace all of the computers in the system, which will no longer function after the end of the year when Windows 10 is no longer supported. At that time, the budget was not updated to reflect that. In addition, Mrs. Ireland requested that the Board include an additional \$50,000 to the Capital Assets line (730) to update the fire alarm systems at the Bogalusa and Franklinton branches. Finally, Mrs. Ireland also wanted to include the cost for the millage to be on the October 11th ballot, \$5,000. At this time, that cost does not have a specific line for it.

A motion was made by Ms. Ross to approve the updated budget; seconded by Mr. Dantin.

Mrs. Suzie Betts: Absent

Ms. Kewanda August: Absent

Mr. Nathan Pierce: Yes

Mr. Derek Dantin: Yes

Ms. Emma Ross: Yes

Ms. Penny Moses: Yes

Mr. Perry Talley: Absent

Motion passed.

D. Dress Code Policy

After much research, Mrs. Ireland presented a new dress code policy to the Board that more accurately reflects modern times. The Board requested that the policy clearly indicate that it applied to anyone who was representing the Library—staff and volunteers. The Board also asked that it clearly state that nametags should be worn while working.

A motion was made by Ms. Ross to approve the Dress Code Policy with the adjustments recommended by the Board; seconded by Mr. Dantin.

Mrs. Suzie Betts: Absent

Ms. Kewanda August: Absent

Mr. Nathan Pierce: Yes

Mr. Derek Dantin: Yes

Ms. Emma Ross: Yes

Ms. Penny Moses: Yes

Mr. Perry Talley: Absent

Motion passed.

E. Pay Scale Project

Mrs. Ireland is still working on this. She has researched pay scales of Louisiana libraries that are similar to the Washington Parish Library. She has also researched the starting pay for entry-level positions at local businesses and organizations. She is now using both to make a recommendation. She plans to have something for the Board to review by the next meeting.

F. Library Millage

Mrs. Ireland created a handout that explains what Board members are allowed to do to promote the Library millage that will be on the ballot on October 11th. The handout includes information in four categories: General Outreach & Education, Promotional Campaigns, Community Connections, and Key Timing Tips. Mrs. Ireland requested that Board members specifically reach out to the other organizations they are members of or have connections to with the goal of having her, a Board member, or staff member talk about all the services the Library offers. Ms. Ross has already made arrangements for Mrs. Ireland to speak at a Washington Parish Coalition on Human Services meeting. Ms. Moses made arrangements for Mrs. Ireland to speak at the Town of Angie meeting.

VIII. Old Business

A. Director’s Review

Mrs. Ireland’s annual review was originally supposed to be completed by the January meeting but was delayed for various reasons. Ms. Moses suggested that the Board recognize that the Board is happy with Mrs. Ireland’s work and would give her a favorable review. The rest of the Board agreed.

A motion was made by Ms. Ross to deem the Director’s review as favorable and move on to next year; seconded by Mr. Pierce.

Mrs. Suzie Betts: Absent

Ms. Kewanda August: Absent

Mr. Nathan Pierce: Yes

Mr. Derek Dantin: Yes

Ms. Emma Ross: Yes

Ms. Penny Moses: Yes

Mr. Perry Talley: Absent

Motion passed.

B. Board Committee Appointments

A discussion was held about how to move forward with committees. After discussing the option of continuing with standing committees as opposed to creating ad hoc committees as needed, the Board opted for the latter option.

A motion was made by Ms. Ross to disband the standing committees in favor of creating Ad Hoc committees for the Board as needed; seconded by Mr. Dantin.

Mrs. Suzie Betts: Absent

Ms. Kewanda August: Absent

Mr. Nathan Pierce: Yes

Mr. Derek Dantin: Yes

Ms. Emma Ross: Yes

Ms. Penny Moses: Yes

Mr. Perry Talley: Absent

Motion passed.

C. Fines and Fees Policy

Mrs. Ireland had presented this to the Board at the February meeting, but the actual document was not in the packet. Even though the Board passed the policy in February, Mrs. Ireland asked that they approve it again now that the document was in this month’s packet.

A motion was made by Ms. Ross to accept the updated Fines and Fees Policy; seconded by Mr. Pierce.

Mrs. Suzie Betts: Absent

Ms. Kewanda August: Absent

Mr. Derek Dantin: Yes

Ms. Penny Moses: Yes
Mr. Nathan Pierce: Yes

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

Motion passed.

D. Board Member Presentations

1. Board Development (Ms. Penny Moses)

Ms. Moses shared slides from presentations she attended at the Louisiana Library Association Conference in March. She suggested that the Board members receive additional training to better understand their role with the Library.

2. Infrastructure Discussion (Mr. Nathan Pierce)

Mr. Pierce shared what he learned from the branch tours Mrs. Ireland gave to him and Ms. Moses in April. He noted the various issues that need to be addressed at each branch, especially regarding the buildings.

IX. Director's Report

Mrs. Ireland expressed concerns about the quorum issues for the Library Board meetings. She verified with the Legislative Auditors and ADA attorneys that the Library could offer telecommunication to Board members who qualified for ADA accommodations. These accommodations were implemented at this meeting, enabling the Board to have a quorum. She emphasized the importance of the Board's votes and resolutions on matters. She also discussed the staff shortage that the Library has been experiencing. She clarified that more staff have been hired, but that it takes time to finish the hiring process and train them.

X. Adjournment

A motion was made by Ms. Ross to adjourn; seconded by Mr. Dantin.

All present Board Members agreed. **Motion passed.**

Meeting adjourned at 7:20pm.