

Jackson Parish Library Board  
Jonesboro, Louisiana  
Regular Board Meeting minutes – January 21, 2020

The Jackson Parish Library Board of Control met on Tuesday, January 21, 2020, at 4:30 p.m. at the Main Branch of the Jackson Parish Library for the Regular Monthly Board meeting. The meeting was called to order by Mrs. Massey, Board President. Members present: Mrs. Essmeier, Mrs. Cooper, Mrs. Nunn, Mrs. Standley, Mrs. Robinson, Mrs. Massey, and Mr. Culpepper. Also present was the Library Director, Mr. Knox, and Resource Supervisor, Mrs. Robertson. Absent was Ms. Carolyn Crawley.

Mrs. Cooper led the invocation.

There being no public comments, the Board proceeded with the proposed Agenda.

Mrs. Essmeier made the motion to approve the minutes for the December 9, 2019, Business and regular board meeting. Mrs. Nunn seconded. All yes. Motion carried.

Mrs. Cooper made the motion to accept the Financial and Statistical data. Mrs. Robinson seconded. All yes. Motion carried.

The Library Director discussed our current situation where we use two systems for financial reporting, QuickBooks and Smart Fusion. The Library Director recommended that the library do all financial reporting through Smart Fusion. Mrs. Robinson made the motion to accept the recommendation to change from QuickBooks to Smart Fusion for special funds. Mrs. Nunn seconded. All yes. Motion carried.

The Library Director recommended changing the current level VI position we have of Resource Manager to Assistant Director. He presented to the board a proposed job description for the Assistant Director position. Mrs. Massey made the motion to accept the job description for Assistant Director level VI as presented. Mrs. Essmeier seconded. All yes. Motion carried.

The Library Director recommended moving Angela Self from her current part-time status to full-time. Mrs. Essmeier made the motion to hire Angela Self full-time. Mrs. Standley seconded. All yes. Motion carried.

The Library Director also informed the board of other personnel needs. He suggested advertising for a full-time bookmobile assistant as well as a part-time employee for the front desk.

The Board President discussed the need to ask for reappointment of Judy Cooper and Ann Standley to the Library Board. This would extend their term to 2024. Mrs. Massey made the motion to ask the Police Jury to reappoint them to the Library Board. Mrs. Essmeier seconded. All yes. Motion carried.

The Board President discussed the need for election of officers for the 2020 year. Mrs. Robinson made the motion to keep the same officers for the 2020 year. Mrs. Standley seconded. All yes. Motion carried.

The Board President discussed the need for assignment of 2020 committee members. No changes were made from the previous year.

The Board President presented the contact information for the 2020 Board of Control. Some Changes were discussed.

The Library Director gave the Board an update on the roof repair at the Jonesboro branch. Before the new year, the staff was having to empty two large plastic pools that had been catching water in the attic every day. When he came by on Sunday to empty them, he called Mr. McDonald to let him know how bad the damage was getting. Mr. McDonald informed the Director that he was so behind it might be months before he could start. The Director called Mrs. Massey and she said to check with the next quote in line which was for Dodson Enterprises. Mr. Dodson said that they could start in 2 weeks. Mrs. Massey thanked the staff for their patience with dealing with the leaking roof and the Board expressed excitement that this project would be soon completed.

The Library Director gave the Board an update on the new closing procedure implemented recently. After discussing the importance of security in all we do, the staff will now utilize drop boxes after closing the evening register. The Board agreed that this would be better overall.

The Board President presented the proposed 2020 holiday schedule. After some discussion regarding Christmas, it was agreed to table the proposed schedule until the next meeting.

The Board President presented the proposed 2020 Library Board meeting dates. All meetings for the rest of the year will be on the third Monday of each month except for the February meeting which falls on a holiday. That meeting will be moved to the next day, Tuesday, February 18, 2020. Mrs. Robinson made the motion to approve the 2020 Library Board meeting schedule. Mrs. Essmeier seconded. All yes. Motion carried.

Mr. Culpepper updated the Board about an emergency situation regarding the official publication of the local government entities. The Jackson Independent is closing and the Police Jury is looking into options on how to handle publishing official records. This is a new development and the Police Jury will let the library and all other agencies know how to proceed as soon as they verify the legal options available.

Mrs. Standley had a question about donating books. Books can be donated and, if it's decided that the book is not needed for any reason, it can be put on the giveaway shelf in the Jonesboro branch.

Mrs. Robinson had a question about the Christmas lights. At the last meeting the Board decided to request a refund of the \$260.00 that was paid to the city to hang lights on the building. The Library Director informed the Board that the request was made and the refund was quickly received.

Mr. Culpepper was curious if the library wanted to look into becoming a separate entity. Mrs. Massey said that would be something to think about.

Mrs. Nunn informed the Board that she submitted the checklist of needs for a new bookmobile to a company in North Carolina. She is waiting to hear back from them.

Mrs. Cooper made the motion to adjourn the meeting. Mrs. Robinson seconded. All yes. Motion carried.

Mrs. Carol Massey, Board President

Mr. Floyd Knox, Secretary