

Jackson Parish Library Board
Jonesboro, Louisiana
Regular Board Meeting Minutes – January 29, 2021

The Jackson Parish Library Board of Control met on Friday, January 29, 2021, 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. Massey, and Mr. Chatham. Also present was the Library Director, Mr. Knox and Assistant Director, Mrs. Robertson. Members absent: Mrs. Robinson and Ms. Crawley.

Mrs. Standley led the invocation.

Mrs. Massey made the motion to add the following items to the agenda:

“Unfinished Business - Consider and act on the approval of substantial completion for the Chatham parking lot project.” Roll Call: Essmeier – Yea; Cooper – Yea; Nunn – Yea; Standley – Yea; Robinson – Absent; Crawley – Absent; Massey – Yea; Chatham – Yea

“Unfinished Business - Consider and act on giving Carol Massey authority to sign a contract with Mr. Wayne Coco, Architect at Coco & Company, pending attorney approval.” Roll Call: Essmeier – Yea; Cooper – Yea; Nunn – Yea; Standley – yea; Robinson – Absent; Crawley – Absent; Massey – Yea; Chatham – Yea

Wayne Coco was present for public comments to discuss providing architect services for Jackson Parish Library.

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

Mrs. Nunn made the motion to approve the minutes for the November 16, 2020, regular board meeting. Mrs. Standley seconded. All yes. Motion carried.

Mrs. Standley made the motion to accept the November and December financial reports. Mrs. Cooper seconded. All yes. Motion carried.

Mrs. Standley made the motion to accept the November, December, and annual statistical data. Mrs. Cooper seconded. All yes. Motion carried.

The Board President discussed the need for election of officers for the 2021 year. Mrs. Essmeier made the motion to keep the same officers for the 2021 year. Mrs. Nunn seconded. All yes. Motion carried.

The Board President discussed the need for assignment of 2021 committee members. Mrs. Massey said she will send out a list by email to be approved later.

The Board President discussed the need to re-appoint Board members whose term expires in 2021. Two members terms expire this year, but nothing needs to be done at this time. Mrs. Cooper made the motion to table the re-appointment until a later date. Mrs. Essmeier seconded. All yes. Motion carried.

The Board President discussed 2021 meeting dates, time and location. Mrs. Essmeier made the motion to continue meeting on the 3rd Monday of every month at the same place and time. Mrs. Standley seconded. All yes. Motion carried. (An updated schedule will be posted on our website.)

The Board President presented the proposed 2021 holiday schedule. The Christmas dates as listed were incorrect. These should be corrected to:

Christmas Eve	Friday, December 24, 2021
Christmas Day	Saturday, December 25, 2021

Mrs. Massey made the motion to accept the corrected holiday schedule. Mrs. Cooper seconded. All yes. Motion carried. (An updated holiday schedule will be posted on our website.)

Mrs. Nunn made the motion to authorize the Assistant Director and Business Manager to attend the Secretary of State Records Management Class in Baton Rouge on May 11, 2021. Mrs. Essmeier seconded. All yes. Motion carried.

Mrs. Nunn made the motion to authorize the Director to attend the New Directors Bootcamp at the State Library in Baton Rouge on April 27-29, 2021. Mrs. Essmeier seconded. All yes. Motion carried.

The Director gave an update to the Chatham parking lot including that the engineer, Paul Riley, said that we were ready to approve the substantial completion of the project. Mrs. Essmeier made the motion to approve the substantial completion for the Chatham parking lot project. Mrs. Cooper seconded. All yes. Motion carried.

The Director gave an update to the proposal received from Pohlman & Wilbanks for the storage building. Mrs. Essmeier made the motion to enter into a contract with Pohlman & Wilbanks to build a storage building in Chatham. Mrs. Standley seconded. All yes. Motion carried.

The Director gave an update for the bookmobile. Completion is expected in June. The staff is looking for artists in Jackson Parish to design the artwork to be on the bookmobile.

The Director gave an update to the collaboration with the School Board to provide WIFI access to the students of Jackson Parish. They recently called and said the equipment is ready to be installed and will be accessible for student login in the parking lots of the libraries in Jonesboro and Chatham among other areas of the parish.

The Director gave an update to the Board about the advertising with Ben Ledbetter and the Jackson Parish Journal. This is a month to month agreement that will help get news and events of the library out to more people.

Mrs. Essmeier made the motion to authorize the Director to send a letter to the Police Jury requesting approval for the library to fiscally emancipate. Mrs. Standley seconded. All yes. Motion carried.

Mrs. Essmeier made the motion to table the authorization to sign the contract with Coco and Company at this time until further information is received. Mrs. Cooper seconded. All yes. Motion carried.

The Director let everyone know that our audit on-site dates are set for April 12-16.

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

Mrs. Carol Massey, Board President

Mr. Floyd Knox, Secretary