

Jackson Parish Library Board

Jonesboro, Louisiana

Minutes—February 25, 2019

The Jackson Parish Library Board of Control met on Monday, February 25, 2019 at 4:15 pm at the Main Branch of the Jackson Parish Library. The meeting was called to order by Mrs. Massey, Board President in place of Mrs. Ford, former Policy Committee Chair, who has resigned. Members present: Mrs. Cooper, Mrs. Crawley, Mrs. Essmeier, Mrs. Massey, Mrs. Nunn, Mrs. Robinson and the Library Director, Ms. Nelson. Mrs. Nelson led the invocation. There being no public comments, the Board proceeded with the proposed Agenda.

The Director presented the following section from the Purchase Policy as adopted by the Police Jury for adoption in the Library's current Purchase Policy:

- *The implemented system requires an approved Purchase Order (from an initiated Requisition) in excess of \$500.00 from an individual vendor. Purchase orders are electronically assigned upon approval and contain the following information:*
  - o *Vendor information: name, address, vendor ID number*
  - o *Itemization of purchases*
  - o *Quantity*
  - o *Total amount of Purchase Order*
  - o *General Ledger coding: fund number, department number, object account*
  - o *Electronic date/time stamping of the authorized personnel requesting the purchase (assigned by the implemented system)*
- *Purchase Orders for equipment repairs are required for spending in excess of \$2,000.00.*
- *Contracted monthly agreements for utility services, lease agreements, or other reoccurring services do not require Purchase Orders once the agreement is accepted by the Library.*

The second section the Library Director requests making adjustments to the Business Management Policy in the Payroll section:

*Change end of Payroll week from 'Friday' to 'Saturday', change 'the Business Manager will tally employees' time' to say 'the Payroll software will tally employee's time', change 'Payroll hours will be given to the Director in a comprehensive weekly report' to say 'Payroll hours will be reviewed by the Library Director via the Payroll software', and change 'the report with the Library Directors signature will be sent to the Police Jury office' to 'the payroll with the Library Directors approval will be sent to the Police Jury office via the payroll software,' and add 'in the event of pre-approved compensatory time, the Library Director will make the needed adjustments to the employee's time in the Payroll Software and give the employee a comp time slip for future use.'*

Mrs. Cooper made the motion to approve the requested changes to the Business Management Policy. Mrs. Robinson seconded the motion. All yes. Motion carried.

With no further comments, Mrs. Cooper made the motion to adjourn the meeting. Mrs. Essmeier seconded the motion. All yes, motion carried.

Mrs. Carol Massey, President

Marcie Nelson, Secretary