

2019 June 27 Board Meeting Minutes

CALL TO ORDER AND ROLL CALL

The regular meeting of the Allen Parish Libraries Board of Control was called to order at 10:07A.M. on Thursday, June 27, 2019 by Linda Thompson. Mrs. Thompson welcomed everyone. Board members present, in addition to Linda Thompson were Kay Sonnier, Fran Jordan, Sherry Germany, and Agnes Guillory, Director and Danielle Manuel, Business Manager of the Allen Parish Libraries; absent was Creig Vizona, ex-officio member. The board did have a quorum. The members of the public present was Royce Scimemi, CPA Accounting Firm.

There were no changes to the present agenda.

APPROVAL OF BOARD MINUTES

Fran Pestello-Jordan made the motion to approve the minutes of April 18, 2019 board meeting as presented. Sherry Germany seconded the motion. Motion carried unanimously.

Banking Information

Danielle Manuel, our Business Manager, gave an update on all of the Allen Parish Libraries financial accounts. Danielle stated that all of our finances are in good shape.

OLD BUSINESS

None

NEW BUSINESS

Allen Parish Libraries Financial Report: Year ended December 2018

Royce Scimemi, CPA who represented Scimemi Accounting Firm., LLC reported his firm had completed the audit for the Allen Parish Libraries financial report for the previous year ending December 2018. Royce reported that the 2018 audit showed the Allen Parish Libraries are in great shape; the firm did confirm that the small findings audit from year ending in 2017 were corrected.

Kay Sonnier made the motion to accept the 2018 audit report; Fran Pestello-Jordan seconded the motion. Motion passed unanimously.

Fran Pestello-Jordan made the motion to continue services with Royce Scimemi CPA accounting firm for the 2019 year; Sherry Germany seconded the motion. Motion passed unanimously.

Sherry Germany made a motion to allow the Director with the help of the Board President to draft a letter to seek the Attorney General's opinion on the one time supplemental pay that were given to the staff in November 2018; Kay Sonnier seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS

Fran Pestello-Jordan made the motion to give Mike Guillory, Maintenance/Security Supervisor the go ahead to sandblast the front of Oakdale Branch Building shrubbery areas back to their original brick; Kay Sonnier seconded the motion. Motion passed unanimously.

DIRECTOR'S REPORT

The Board received a copy of the trial balance and the profit & loss to review the actual to budget comparison.

Agnes Guillory updated:

- The Board about the Kinder Branch, Oakdale and Oberlin branches; also updated the board on the bookmobile insurance and the package deal.
- The Board about new part-time staff that came on board as of June 24, 2019;
 - 1) Sheeshe Whitfield hired as Oakdale PT circulation staff
 - 2) Kathy Meredith hired as Oberlin PT circulation staff
- Kristin Thompson is resigning as of August 1, 2019; better pay opportunity

BOARD MEMBER REPORTS

Sherry Germany discussed the bookmobile parking in Soileau.

Fran Pestello-Jordan expressed the enjoyment of the bookmobile reveal and summer reading kick off at the Oberlin branch.

Kay Sonnier gave an update on the landscaping for Kinder and Oberlin branches, shared the information about the purchases she had made for Kinder branch landscaping.

PRESIDENT REPORT

Linda Thompson reported:

- She has been hearing nothing but positive remarks about the new bookmobile and the summer reading kick offs.
- The next board meeting will be on August 15, 2019; the meeting will be at the Oberlin Branch meeting room at 10:00am.

Linda Thompson suggested:

- To send thank you notes to JoJo Reed and the fire departments.
- To hire someone to pressure wash Kinder Branch.
- Keep a log record of phone calls when speaking to a board member/board members about making changes to the library day to day operations.

Kay Sonnier made the motion to adjourn the meeting; Fran Pestello-Jordan seconded the motion. Motion passed.

The meeting was adjourned at 11:50 A.M.

Respectfully submitted by: _____
Agnes Guillory, Secretary

Approved by: _____
Linda Thompson, President

