

Allen Parish Libraries

2020 October 15 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 10:11A.M. on Thursday, October 15, 2020, by Linda Thompson. Mrs. Thompson welcomed everyone. Board members present, in addition to Linda Thompson were Martha Rider, Sherry Germany, Fran Jordan, Agnes Guillory, Director and Danielle Manuel, Business Manager of the Allen Parish Libraries; absent was Tony Hebert, ex-officio member. The board did have a quorum. Kent Reed, School Board Superintendent and Kim Rider, CTE & Technology Coordinator were two visitors of the public.

Fran Pestello- Jordan made a motion to make a change to the present agenda, changes were to add the internet discussion with Kent Reed and Kim Rider before the budget discussion. Sherry Germany seconded the change. Motion carried unanimously.

APPROVAL OF BOARD MINUTES

Fran Pestello-Jordan made the motion to approve the minutes of August 20, 2020 board meeting as presented. Kay Sonnier 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.

Public Discussion

After discussing the internet issues in the rural areas of Allen Parish with Kent Reed and Kim Rider, the Allen Parish Libraries Board and staff extended our help. The Bookmobile will be a mobile hotspot throughout the parish, and the board reached out by letters to our representatives DeWith Carrier, Mike Frances, and Heather Cloud by letters to ask to meet with each of them to get help on getting internet towers in the rural areas of Allen Parish.

NEW BUSINESS

Agnes Guillory, Director and Danielle Manuel, Business Manager presented the board with the amended 2020 budget and the proposed 2021 budget.

After the discussion of the 2020 amended budget, Fran Pestello-Jordan made the motion to accept the 2020 amended budget as presented. Sherry Germany seconded the motion. Motion carried unanimously.

After the discussion of the 2021 proposed budget, Fran Pestello-Jordan made the motion to accept the 2021 budget as presented. Martha Rider seconded the motion. Motion carried unanimously.

UNFINISHED BUSINESS

After the discussion of the new and revised policies for the personnel manual; Sherry Germany motion to accept the new and revised policies in the personnel manual; Martha Rider seconded the motion. Motion carried unanimously.

The Allen Parish Libraries employees requested a pay raise in 2021, based on setting and attaining three measurable goals.

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 on:

1. New staff member Deanne Jackson hired as a full-time Assistant Branch Manager at the Kinder Branch on October 5, 2020.
2. Mary Fontenot retired on September 25, 2020 and Sheeshe Whitfield resigned on October 8, 2020, to start her own business.
3. Library Branches damage due to Hurricane Laura and Hurricane Delta:
 - A. Oberlin: A couple pieces of tin were removed from the facial board and need to be replaced and some ceiling tile.
 - B. Oakdale: A stripe of tin need to be replaced at the top of roof
 - C. Kinder: Roof leaks in several areas, the ceiling tile need to be replaced (Kinder City contacted Fema and filed an insurance claim the Kinder Library building).

BOARD MEMBER REPORTS

Fran Pestello-Jordan expressed her thoughts about the changes in the overdrive app being more user friendly by patron only having to use their phone number if you do not have your library card available.

Martha Rider shared her thoughts and appreciation on how well the staff has done through the pandemic and the hurricanes. She also stated as the board's appreciation that we should feed the staff for all their hard work and dedication to our patrons and communities.

Sherry Germany shared how thankful she is not to have to worry about the library, stated it is solid and the staff is doing a wonderful job through the pandemic and hurricanes.

PRESIDENT REPORT

Linda Thompson expressed her gratitude to the staff on all their hard work in making the necessary changes to accommodate our communities during the pandemic; such as virtual programming, curbside checkouts, etc.

The public hearing and special called meeting will be held on November 12, 2020, to adopt the 2020 proposed budget; the meeting will be at the Oberlin Branch meeting room at 10:00am.

**Fran Pestello-Jordan made the motion to adjourn the meeting; Sherry Germany 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