

## **Allen Parish Libraries**

### **2019 August 15 Board Meeting Minutes**

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#### CALL TO ORDER AND ROLL CALL

Linda Thompson called the regular meeting of the Allen Parish Libraries Board of Control to order at 10:01am on Thursday, August 15, 2019. Mrs. Thompson welcomed everyone. Board members present, in addition to Linda Thompson, were Fran Pestello-Jordan, Kay Sonnier, and Sherry Germany. Agnes Guillory, Director, and Danielle Manuel, Business Manager were also present. Absent were Creig Vizena, ex-officio member. The board did have a quorum. There were no members of the public present.

#### **APPROVAL OF BOARD MINUTES**

Fran Pestello-Jordan made the motion to approve the minutes of June 27, 2019 board meeting. Sherry Germany seconded the motion. Motion carried unanimously.

#### **Banking Information**

Danielle Manuel, 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.
- Informed the Board of Control on the suggestion that Royce Scimemi, Allen Parish Libraries Auditor, gave to amend the December 2018, form 941. Danielle explained to the Board that she felt confident that the said form above is correct.

The Board then made a motion based on the facts and information given by Danielle.

Fran Pestello-Jordan made a motion not to amend and submit changes to the December 2018, form 941, based on the facts that was given by Danielle Manuel, Business Manager and said she(Danielle Manuel) could prove facts if the IRS find findings on any of the employees W-2's; Sherry Germany seconded the motion. Motion carried unanimously.

#### **OLD BUSINESS**

**None**

#### **UNFINISHED BUSINESS**

Agnes Guillory, Director informed the board about the bookmobile manufacture company (Matthew Specialty) asking us to join them at the bookmobile conference in Omaha Nebraska for a showing, due to Allen Parish Libraries Bookmobile making history (first bookmobile made in such a manner).

Kay Sonnier made a motion to consider the conference based on the expenses that Matthew Specialty will handle; Sherry Germany seconded the motion. Motion carried unanimously.

#### **NEW BUSINESS**

##### **New Employees added to the Allen Parish Libraries team**

- Jolie Dubriel hired for the Oberlin Branch as a full-time branch manager assistant.
- Brenda Tillis hired for the Kinder Branch as a full-time branch manager assistant.

## DIRECTOR'S REPORT

Agnes Guillory, Director reported:

- Oberlin Branch is about 90% completed with the new construction.
- Kinder and Oakdale Branches are both running smoothly.
- Nicole Alford will be taking maternity leave September 15, 2019.
- Bobbye Williams, Oakdale custodian resigned August 9, 2019, for personal reasons.

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

## BOARD MEMBER REPORTS

- Fran Pestello-Jordan has no report
- Sherry Germany has no report
- Kay Sonnier reported her concern about the plants being watered at the Kinder Branch and getting the City of Kinder to put in a faucet on the northwest corner of the building.

## PRESIDENT REPORT

Linda Thompson reported:

- To the other board members about the letter received from Attorney General Jeff Landry, stating that the Allen Parish Libraries Board of Control needed to submit a resolution requesting for the Attorney General's opinion.

Kay Sonnier made the motion to accept the resolution that will be presented to the Attorney General; Sherry Germany seconded the motion. Motion carried unanimously. (See attached resolution)

- Romelzy Willis from Willis Law Firm informed her that he had not received a response from the Town of Kinder. The board agreed to wait closer to the renewal of the cooperative agreement with Kinder to address their specific concerns with the cooperative agreement.
- David Bordelon, the contractor, is terminated and Allen Parish Libraries will be pressing charges against him for monetary value of materials listed that was not on premise's and other monies that was not returned.
- The next board meeting will be on **October 10, 2019, at 10:00am** in the Oakdale Branch meeting room.

Sherry Germany made the motion to adjourn the meeting; Kay Sonnier seconded the motion. Motion carried unanimously.

**The meeting adjourned at 11:25 am.**

Respectfully submitted by: \_\_\_\_\_

Agnes Guillory

Approved by: \_\_\_\_\_

Linda Thompson, President