

Allen Parish Libraries

2022 August 18 Board Meeting Minutes

CALL TO ORDER AND ROLL CALL

Linda Thompson called the regular meeting of the Allen Parish Libraries Board of Control to order at 10:01 a.m. on Thursday, August 18, 2022. Mrs. Thompson welcomed everyone. Board members present, in addition to Linda Thompson, were Fran Pestello-Jordan, Martha Rider, Sherry Germany, and Agnes Guillory, Director.

Members Not Present

Tony Hebert, ex-officio member.

The board did have a quorum. There were no members of the public present.

Guest Present From The Public

Eric Grueber, and Stephen DeRouen, both with the Stephen DeRouen & Associates, LLC CPA firm.

Change to the present agenda:

Sherry made a motion to move number four, ALA conference summary to the number two spot on the agenda; Martha rider seconded the motion. Motion passed unanimously.

AGENDA

Linda Thompson called for a motion to approve the agenda. The agenda was unanimously approved.

NEW BUSINESS

Allen Parish Libraries Financial Report: Year ended December 2021

Eric Grueber, representing the Stephen DeRouen & Associates, LLC CPA Firm, reported the firm had completed the audit for the Allen Parish Libraries financial report for the year ending December 31, 2021. He reported that the audit showed the Allen Parish Libraries are in great shape. He also reported only one audit finding "Segregation of Duties" as was described on page 55 of the audit report, which he stated is common in many businesses.

Questions and responses by both parties were discussed after the detailed summary of the audit report.

Fran Pestello-Jordan made the motion to accept the 2021 audit report; Sherry Germany seconded the motion. Motion passed unanimously.

APPROVAL OF BOARD MINUTES

Fran Pestello-Jordan made the motion to approve the minutes of June 16, 2022 board meeting as presented. Martha Rider seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS

ALA conference summary was given by Ashley Weaver and Jolie Dubriel. They both enjoyed the conference in Washington DC, and had so much knowledge to bring back to Allen Parish Libraries.

Banking Information

Danielle Manuel, APL Business Manager, gave an update via the director on all of the Allen Parish Libraries financial accounts; she stated they are in good shape.

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:

- The new partnership with the cenla food bank to have an after school program and feed all kids in Allen Parish.
- New van purchase will be added to the 2023 budget.
- Upcoming conferences: Rural and small libraries, September 13 – 17, 2022, attendees will be Brenda Tillis, Kenneth Miller, Gail Bazinet, Agnes Guillory, and Mike Guillory.
Bookmobile conference: October 3 – 8, 2022, attendees are Agnes Guillory and Mike Guillory.
Women Conference: October 20, 2022, attendee Danielle Manuel.
- Discussed the homeless trying to steal library books.
- Updated policies (all policies can be viewed in the APL policy handbook)

BOARD MEMBERS DISCUSSIONS, CONCERNS AND REPORTS

- Sherry Germany made a motion to complete the opening projects at the kinder branch.
- Windows in the front of children area are rotten, and staff parking area flooding through the structure of the building.
- Q & A's about the gazebo in Kinder that the Mayor offered to donate to the library.
- Martha Rider made a motion to table the gazebo donation until Mike can check the structure, to know if it can be moved; Fran Pestello-Jordan seconded the motion.
- Martha Rider motioned to move forward on Kinder and Oakdale projects; adding the metal carports over staff parking and an open metal pavilion on the side of each building for library programs.
- Sherry Germany made a motion to give Mike Guillory, APL Security/Maintenance Supervisor, the authorization to take care of all aspects for both these projects.

PRESIDENT REPORT

Linda Thompson

- **Gave an update on the discussion she and Traci Fontenot had about the gazebo.**
- **United Way will be setting up dates for tax season.**
- Next board meeting October 19, 2022, at 10:00AM, Oberlin Branch.

Sherry Germany made the motion to adjourn the meeting; Martha Rider seconded the motion. Motion passed.

The meeting was adjourned at 11:43 A.M.

Respectfully submitted by: _____
Agnes Guillory, Secretary

Approved by: _____
Linda Thompson, President

