

## **Allen Parish Libraries**

### **2019 February 21 Board Meeting Minutes**

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#### CALL TO ORDER AND ROLL CALL

The regular meeting of the Allen Parish Libraries Board of Control was called to order at 10:05am on Thursday, February 21, 2019, by Linda Thompson. Mrs. Thompson welcomed everyone. Board members present, in addition to Linda Thompson, were Fran Jordan, Sherry Germany, Agnes Guillory, Director & Danielle Manuel, Business Manager. Absent were Kay Sonnier, Board Member and Creig Vizena, ex-officio member. The board did have a quorum. No member from the public present.

There were no changes to the present agenda.

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

Sherry Germany made the motion to approve the minutes of December 11, 2018 board meeting as presented. Fran Pestello-Jordan seconded the motion. Motion carried unanimously.

#### **OLD BUSINESS**

Agnes Guillory, Director gave a detailed update on the production of the new bookmobile and an update on the new circulation desk for the Kinder Branch.

#### **NEW BUSINESS**

Mary Jones, Kinder Branch Manager came before the board to discuss stepping down from here position as Branch Manager to an Assistant Manager position because of her salary or having to resign on July 31, 2019 due to her federal retirement. The Board informed Mrs. Jones that they would go into executive session and discuss her matter.

Discussion of getting a metal carport for the bookmobile.

Fran Pestello-Jordan made the motion to begin getting prices and designs for the carport. Sherry Germany seconded the motion. Motion passed unanimously.

#### **Banking Information**

Danielle Manuel, our Business Manager, gave an update on the Sabine Bank and LAMP account.

#### **UNFINISHED BUSINESS**

Sherry Germany motioned to defer election for officers, until all the Board Members are present; Fran Pestello-Jordan seconded the motion. Motion Passed unanimously.

The board discussed getting the landscape at the Kinder Branch completed once the weather permits.

**EXECUTIVE SESSION 11:09AM**

Sherry Germany made a motion to go into executive session to discuss Mary Jones matter as mention above. Fran Pestello-Jordan motion to return to the regular session, Sherry Germany seconded the motion. Motion passed unanimously.

**Regular Session 11:15am**

Fran Pestello-Jordan motion that the Board of Trustees unanimously agreed that it is the Director’s responsibility to decide specific positions that are needed for the Allen Parish Libraries; as well as to select the personnel for those positions based on specific job descriptions. The Board of Trustees also unanimously agreed that if Mary Jones chooses to resign her position with the Allen Parish Libraries; she would remain eligible to apply for any advertised position in the future; Sherry Germany seconded the motion. Motion passed unanimously.

**DIRECTOR’S REPORT**

Agnes Guillory, Director gave updates on:

- The production of the bookmobile
- Kinder finances
- LSW training for the staff on October 4, 2019 on customer service and branding

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

**BOARD MEMBER REPORTS**

Fran Pestello-Jordan had no report

Sherry Germany had no report

**PRESIDENT REPORT**

Linda Thompson reported:

The next board meeting will be April 18, 2019 in the Oakdale Branch meeting room at 10:00am.

Sherry Germany made the motion to adjourn the meeting; Fran Pestello-Jordan seconded the motion. Motion passed.

**The meeting adjourned at 11:23 AM**

Respectfully submitted by: \_\_\_\_\_  
Agnes Guillory

Approved by: \_\_\_\_\_  
Linda Thompson, President