

LINCOLN PARISH LIBRARY BOARD OF CONTROL

Minutes of Meeting

February 16, 2022

The Lincoln Parish Library Board of Control Meeting was called to order at 4:00 pm by Dr. Augusta Clark, Library Board President. Board members present included Jan Canterbury, Dr. Augusta Clark, Mary Jo Cooper, Richard Durrett, Sandra Dupree, Diana Humphries, Bill Jones, Amy Miller, and Charles Penuell.

Mr. Penuell made the motion to amend the agenda to move "Discuss and take Action Regarding Library Director Hiring Timeline and Application Committee" to number X and to move "Discuss and tAke Action on Adding Labor Day to Library Holiday Schedule" to number VII. Mrs. Dupree seconded the motion. Roll call vote: Penuell=Yes, Humphries=Yes, Dupree=Yes, Clark=Yes, Miller=Yes, Durrett=Yes, Cooper=Yes, Canterbury=Yes, Jones=Yes. With all yes, motion carried and agenda was approved with the proposed amendment.

There were no public comments.

Attorney Lewis Jones opened the floor for nominations for Library Board President. Sandra Dupree nominated Dr. Augusta Clark. Bill Jones nominated Amy Miller. Mr. Durrett made the motion to close the nominations. Mrs. Dupree seconded the motion. All yes, motion carried. A roll call vote was initiated by the Interim Library Director: Canterbury=Clark, Clark=Clark, Durrett=Miller, Dupree=Clark, Jones=Miller, Humphries=Clark, Miller=Miller, Penuell=Miller, Cooper=Clark. With a final vote of 5 Clark and 4 Miller. Dr. Augusta Clark was named the Library Board President. With no other nomination, Amy Miller will remain as Vice President. Sandra Dupree thanked Dr. Clark for her previous year of service as Library Board President.

Sandra Dupree made a motion to approve the minutes of the November 17, 2021 meeting as presented. Mrs. Humphries seconded the motion. Motion carried.

There was no Correspondence and Communication to discuss.

The Interim Library Director requested that the Library Board add Veteran's Day to the Library holiday closures for 2022 stating that it was on the Police Jury's list of holiday closures which was included in the packet she presented to them for the meeting. She stated that this date was somehow overlooked in the presentation of the Library holiday closures for 2022 back in the November meeting. There was heavy discussion concerning the Library closures as they pertained to holidays. Mr. Jones and Mr. Durrett voiced concerns that on day the schools were closed as the parents may want to bring their children to the Library on those days. Mr. Jones asked if the Interim Library Director could run a report to test the capability of the Library to function with a split staff schedule for the Holiday and one other day during the same pay week in order to have the Library open on six of the Holidays that were approved for closure previously in November as well as Veteran's day. The Interim Library Director voiced concerns about staffing shortages that the Library was currently facing since the reduction of staff last March coupled with the increase in function over the past year. She agreed to report to the

Board at the following meeting with her findings. Mr. Penuell made a motion to approve adding Labor Day to the holiday closure list for 2022. Mrs. Dupree seconded the motion. All yes. Motion carried.

Mr. Sam Williams and Mr. Dan Hollinsworth presented to the Board the revisiting of the Recognition event for Mr. Beard and Mr. Byrnside. The Interim Director briefed the Board on where the Committee left off when Mr. Sam took over for Mr. Alan back in November. After discussion, all members agreed that the Committee should reach back out to the families of these gentlemen to try and nail down a date for late Spring. The Committee members agreed to meet and report back to the Board at the next meeting.

The Interim Library Director presented the board with a Personnel Policy update necessary to mirror the function of the Library's payroll after changes made by the Police Jury. She explained that the policy needed to be adjusted on page eleven to list the pay week as running from "Monday to Sunday" and not "Thursday to Wednesday" as they had done in previous years. She also explained that on page fourteen the policy needed to state that "a new employee may use annual leave after twelve months" and not six as it had in previous years. There was also discussion of adding the verbiage "any employee hired after February 16, 2022" to the front of that sentence of the policy change on page 14. Mr. Durrett made a motion to approve the updates to the Personnel Policy as presented by the Interim Library Director with the recommendation of added verbiage from the Board to page 14. Mrs. Miller seconded the motion. All yes. Motion carried.

Mrs. Miller presented the Library Director Application Packet to the Board and walked members through each section. There was heavy discussion regarding whether or not the maximum compensation amount should be advertised. Dr. Clark and Mr. Penuell both voiced concerns about this factor. Doug Postel, Parish Administrator recommended listing at least the maximum amount or a range as to do a service to any applicants considering applying prior to the interview process. The Interim Library Director agreed that not listing a figure could also possibly lose the Library potentially good applicants. Mr. Jones made a motion to approve the Library Director Packet and timeline as presented by Mrs. Miller. Mr. Durrett seconded the motion. Canterbury, Cooper, Dupree, Durrett, Jones, Humphries, and Miller voted yes. Clark and Penuell voted no. With a vote of 7 to 2, the motion to approve the Library Director Packet and timeline as presented passed.

The Interim Director presented the Board with the final statistics from 2021. She informed the Board that they would receive the January statistics in the next meeting. The Interim Director presented the Board with a list of upcoming events to be hosted by the Library over the next month and a half. The Board requested that following meeting move to the Lincoln Community Room.

With no further discussions, Mrs. Miller made a motion to adjourn the meeting. Mr. Dupree seconded the motion. All yes. Motion carried.