

**DESOTO PARISH LIBRARY  
BOARD OF CONTROL MEETING  
Minutes  
MANSFIELD LIBRARY MEETING ROOM  
August 24, 2017**

**CALL TO ORDER**

President Margaret Dickerson called the meeting to order at 2:03 pm. Ms. Evelyn Brown Quinn led the group in the reciting of the Pledge of Allegiance and the Lord's Prayer.

**ROLL CALL**

**Present:**

Margaret Dickerson, Evelyn Brown Quinn, Leon W. Hunt, Katherine Freeman, Ernel Jones and Nancy Spillman. Staff included Delbert Terry, Bill Smith and Pam Burr.

**Absent:** Michele Abington-Cooper and Ronald Jackson

**WELCOMING OF GUESTS**

**The following were present:** Doris Ross, Mansfield Library Branch manager; Tammy Overton, Stonewall Branch Manager; Sarah Abraham-Crump, Pelican Branch Manager and Frances Tyler.

**APPROVAL OF MINUTES**

**1. May 25, 2017 Board Meeting Minutes**

Katherine Freeman moved to approve May 25, 2017 as written, seconded by Leon W. Hunt. The motion carried unanimously.

## **FINANCIAL REPORT**

### **1. Consider Approval of Expenditures from May 13, 2017 through August 18, 2017.**

Ernel Jones moved to approve the expenditures as presented, seconded by Evelyn Brown Quinn. The motion carried unanimously.

### **2. Financial Update**

Mr. Bill Smith presented an update for 2017 spending. He recommended moving \$800.00 from Miscellaneous to Gasoline; \$4,000.00 from Video/DVDs to Databases; \$8,000.00 from Contingency to Tech Services.

Mr. Leon W. Hunt moved to approve transfers as presented, seconded by Katherine Freeman. The motion carried unanimously.

## **OLD BUSINESS**

No old business

## **NEW BUSINESS**

### **1. Consider Approval of Retention Schedule Update**

Mr. Terry presented the updates to the Retention Schedule recommended by the State Archives of Louisiana. Mr. Leon W. Hunt moved to approve, seconded by Ernel Jones. The motion carried unanimously.

### **2. Consider Resolution for services of Colvin, Smith & McKay**

Mr. Terry presented a resolution to acquire the services Colvin, Smith and McKay for personnel Issues. The resolution has been approved by District Attorney Gary Evans. Katherine Freeman moved to approve, seconded by Mr. Leon W. Hunt. The motion carried unanimously.

A motion was made by Ernel Jones to use DeSoto Parish Police Jury's Human Resources department as the first line of assistance when dealing with personnel. It was seconded by Evelyn Brown Quinn. The motion carried unanimously.

### **3. Consider Print Management System – Pilot Project (Mansfield Library)**

Mr. Terry presented a Print Management System pilot project at the Mansfield library location. Ernel Jones moved to be approved, seconded by Mr. Leon W. Hunt. The motion carried unanimously.

#### **4. Consider Short-Term Disability Benefits for Fulltime Employees**

Mr. Bill Smith presented a plan that would provide Short Term Disability Benefits to all fulltime employees. There would be no cost to the employee. Mr. Leon W. Hunt moved to approve, seconded by Katherine Freeman. The motion carried unanimously.

#### **5. Consider Employee Policy Manual Addition – SIF Form (Louisiana Workman’s Compensation Form)**

Mr. Terry presented SIF Form to be added to the Employee Policy Manual. The SIF Form is a form recommended by the Louisiana Workman’s Compensation. Evelyn Brown Quinn moved to approve, seconded by Mr. Leon W. Hunt. The motion carried unanimously.

#### **6. Consider Employee Policy Manual Change – Insurance/Medicare**

Mr. Terry recommended that the *Health Insurance and Retirement: Employees still employed at the library* (p.54) be removed from the Employee Policy Manual. This portion of the manual does not coincide with the Social Security Administration rules for employees still working at the library at age 70 and on Medicare. Mr. Leon W. Hunt moved to approve, seconded by Nancy Spillman. The motion carried unanimously.

#### **7. Workshop – Advocacy Basics For Library Trustees**

Mr. Terry presented information on the upcoming State Library of Louisiana Workshop – Advocacy Basics for Library Trustees.

### **DETERMINE NEXT MEETING DATE**

The Board decided to schedule the next meeting date for October 26, 2017. The meeting will be held in the Administrative Wing Conference room of the Mansfield Library at 2:00 PM.

### **ADJOURNMENT**

Motion to adjourn was made by Mr. Leon W. Hunt and seconded by Ernel Jones. Motion carried. Meeting ended at 2:34 PM.

Respectively submitted,

Delbert Terry, Library Director, DeSoto Parish Library