

**DESOTO PARISH LIBRARY
BOARD OF CONTROL MEETING
Minutes
MANSFIELD LIBRARY MEETING ROOM
May 25, 2017**

CALL TO ORDER

President Margaret Dickerson called the meeting to order at 2:08 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 and Nancy Spillman. Staff included Delbert Terry, Bill Smith and Pam Burr.

Absent: Ernel Jones, 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. March 23, 2017 Board Meeting Minutes

Evelyn Brown Quinn moved to approve March 23, 2017 as written, seconded by Leon W. Hunt. The motion carried unanimously.

FINANCIAL REPORT

1. Consider Approval of Expenditures from March 4, 2017 through May 12, 2017

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

2. Financial Update

Consider moving Funds to Edward Jones. After discussing, it was moved to table until next meeting.

Mr. Bill Smith presented an update for 2017 spending. No motion needed.

OLD BUSINESS

No old business

NEW BUSINESS

1. In Service Training Day Update

Mr. Delbert Terry reported that this year's In-Service Training for all the staff was a success. The training included: Parochial retirement information, Active shooter training; and Hoopla training.

2. AUPs (Agreed upon Policies) – State Legislative's Office

Mr. Delbert Terry presented several updates to the operations manual. Mr. Terry stated that these updates would coincide with Louisiana Attorney General's AUPs (Agreed Upon Procedures). The changes for consideration were: (1) Library Board and Signing Authority; (2) Purchasing & Contracting; (3) Employee Salaries; (4) Employee Taxes/Contributions; (5) Travel and Expense Purpose; (6) Travel and Expense Documentation; (7) Fraud Prevention Ethics; (8) Unused Checks; (9) Return Checks; (10) Staff Reimbursements; (11) Patron Reimbursements; (12) Credit Cards; (13) Agreement for Use of Library-issued Credit Card; (14) Reconciliation.

Katherine Freeman moved to approve the updates to the operations manual as presented, seconded by Leon W. Hunt.

3. Retention Schedule Workshop

Mr. Delbert Terry reported that the administrative staff attended Retention Schedule training in Shreveport, Louisiana. Staff who attended were Ms. Pam Burr and Mr. Bill Smith.

DETERMINE NEXT MEETING DATE

The Board decided to schedule the next meeting date for August 24, 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 Katherine Freeman and seconded by Leon W. Hunt. Motion carried. Meeting ended at 2:48 PM.

Respectively submitted,

Delbert Terry, Library Director, DeSoto Parish Library