

**DESOTO PARISH LIBRARY
BOARD OF CONTROL MEETING
Minutes
MANSFIELD LIBRARY MEETING ROOM
March 23, 2017**

CALL TO ORDER

President Margaret Dickerson called the meeting to order at 2:05 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, Ronald Jackson, and Nancy Spillman. Staff included Delbert Terry, Bill Smith and Pam Burr.

Absent: Ernel Jones and Michele Abington-Cooper

WELCOMING OF GUESTS

The following were present: Doris Ross, Mansfield Library Branch manager; Tammy Overton, Stonewall Branch Manager; Sarah Abraham-Crump, Pelican Branch Manager; Linda Forman, Logansport Branch Manager; Frances Tyler; Hugh Joyner and Jane Joyner.

APPROVAL OF MINUTES

1. January 26, 2017 Board Meeting Minutes

Katherine Freeman moved to accept the board meeting minutes, seconded by Leon W. Hunt. The motion carried unanimously.

FINANCIAL REPORT

1. Consider Approval of Expenditures from January 21, 2017 through March 3, 2017

Katherine Freeman 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. No motion needed.

OLD BUSINESS

No old business

NEW BUSINESS

1. Consider approval of policy updates, changes and additions

Director Terry recommended the following additions/changes been made in the DeSoto Parish Library Employee Policy Manual:

Changes to **Annual Leave Accrual**. Full-Time Staff: Annual leave time may be accrued up to a maximum of the annual leave allotment for an individual employee. When the balance exceeds the annual allotment of hours, the employee will forfeit the time in excess. Every effort will be made to ensure that an employee will not forfeit any annual leave. Current employees will have until December 31, 2017 to bring their annual leave balance into line.

Part-time staff: "Regular" part-time employees who work 20-29 hours per week will earn prorated annual leave time. Annual leave time may be accrued up to a maximum of 80 HOURS for an individual employee. When the balance exceeds 80 hours, the employee will forfeit the time in excess.

Probationary be removed from policy due to state's at-will status.

Maternity Leave policy be removed from policy manual. Current federal FMLA guidelines covers maternity leave.

Director Terry recommended the following additions/changes been made in the DeSoto Parish Library Operations Manual:

Changes to the **Meeting Room Policy**: DeSoto Parish Library welcomes the use of the meeting room facilities by non-profit community groups. The meeting room is not available for social occasions, private parties or shows designed to promote commercial products or services.

The following policies/procedures be added to the Operations Manual: **Appropriate Library Use Policy; Smoking Policy; Accessibility Statement; Active Shooter Procedures; Emergency Closing Policy; Employee Orientation Checklist; Employee Performance Evaluation.**

Katherine Freeman moved to approval of policy updates, changes and additions, seconded by Leon W. Hunt. The motion carried unanimously.

DETERMINE NEXT MEETING DATE

The Board decided to schedule the next meeting date for May 25, 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 2:41 PM.

Respectively submitted,

Delbert Terry, Library Director, DeSoto Parish Library