

Jackson Parish Library Board
Jonesboro, Louisiana
Regular Board Meeting minutes – January 21, 2020

The Jackson Parish Library Board of Control met on Tuesday, January 21, 2020, at 4:30 p.m. at the Main Branch of the Jackson Parish Library for the Regular Monthly Board meeting. The meeting was called to order by Mrs. Massey, Board President. Members present: Mrs. Essmeier, Mrs. Cooper, Mrs. Nunn, Mrs. Standley, Mrs. Robinson, Mrs. Massey, and Mr. Culpepper. Also present was the Library Director, Mr. Knox, and Resource Supervisor, Mrs. Robertson. Absent was Ms. Carolyn Crawley.

Mrs. Cooper led the invocation.

There being no public comments, the Board proceeded with the proposed Agenda.

Mrs. Essmeier made the motion to approve the minutes for the December 9, 2019, Business and regular board meeting. Mrs. Nunn seconded. All yes. Motion carried.

Mrs. Cooper made the motion to accept the Financial and Statistical data. Mrs. Robinson seconded. All yes. Motion carried.

The Library Director discussed our current situation where we use two systems for financial reporting, QuickBooks and Smart Fusion. The Library Director recommended that the library do all financial reporting through Smart Fusion. Mrs. Robinson made the motion to accept the recommendation to change from QuickBooks to Smart Fusion for special funds. Mrs. Nunn seconded. All yes. Motion carried.

The Library Director recommended changing the current level VI position we have of Resource Manager to Assistant Director. He presented to the board a proposed job description for the Assistant Director position. Mrs. Massey made the motion to accept the job description for Assistant Director level VI as presented. Mrs. Essmeier seconded. All yes. Motion carried.

The Library Director recommended moving Angela Self from her current part-time status to full-time. Mrs. Essmeier made the motion to hire Angela Self full-time. Mrs. Standley seconded. All yes. Motion carried.

The Library Director also informed the board of other personnel needs. He suggested advertising for a full-time bookmobile assistant as well as a part-time employee for the front desk.

The Board President discussed the need to ask for reappointment of Judy Cooper and Ann Standley to the Library Board. This would extend their term to 2024. Mrs. Massey made the motion to ask the Police Jury to reappoint them to the Library Board. Mrs. Essmeier seconded. All yes. Motion carried.

Mr. Culpepper was curious if the library wanted to look into becoming a separate entity. Mrs. Massey said that would be something to think about.

Mrs. Nunn informed the Board that she submitted the checklist of needs for a new bookmobile to a company in North Carolina. She is waiting to hear back from them.

Mrs. Cooper made the motion to adjourn the meeting. Mrs. Robinson seconded. All yes. Motion carried.

Mrs. Carol Massey, Board President

Mr. Floyd Knox, Secretary