

## Jackson Parish Library Board

Jonesboro, Louisiana

Minutes—February 26, 2018

The Jackson Parish Library Board of Control met on Monday, February 26, 2018 at 4:30 pm at the Jackson Parish Library. The meeting was called to order by Mrs. Massey, Board President. Members present: Mrs. Baker, Mrs. Cooper, Mrs. Crawley, Mrs. Essmeier, Mrs. Ford, Mrs. Massey, and the Library Director, Ms. Nelson. There being no public comments, the Board proceeded with the proposed Agenda.

Mrs. Massey made a motion to amend the meeting agenda to include line item eight: Disposal of Surplus Unusable Technology. Mrs. Essmeier seconded the motion. Motion carried.

Mrs. Cooper made a motion to approve the January 2018 Regular Meeting minutes. Mrs. Essmeier seconded the motion. Motion carried. Mrs. Crawley made a motion to approve the February 2018 Amended Personnel and Policy Meeting minutes. Mrs. Ford seconded the motion. Motion carried.

Mrs. Essmeier made a motion to approve the January 2018 Financial and Statistical Reports. Mrs. Ford seconded the motion. Motion carried.

Mrs. Crawley made a motion to maintain the current Board Officers for the 2018 year. Mrs. Essmeier seconded the motion. Motion carried. Mrs. Massey, Board President, issued the following Board Committee Assignments:

### By Laws and Policies Committee

- Margaret Ford (Chair)
- Carolyn Crawley
- Judy Cooper
- Carol Massey
- Sylvia Baker (Ward 5 Representative)

### Building and Finance Committee

- Judy Cooper (Chair)
- Paula Essmeier
- Maxie Monroe (Ex-Officio)
- Carol Massey
- Ward 3 Representative

### Personnel Committee

- Paula Essmeier (Chair)
- Carolyn Crawley
- Margaret Ford
- Maxie Monroe (Ex-Officio)
- Ward 3 Representative

The Library Director presented the Board with the Credit Card Application and information from Sabine State Bank. Mrs. Crawley made a motion to approve the Library to apply for a Credit Card, to be used for travel purposes only, with Sabine State Bank for an amount up to \$7,000. Mrs. Ford seconded the motion. Motion carried.

The Library Director reminded the Board of a previous discussion to open a bank account in Chatham in order to manage the funds coming into the Chatham Branch Library within that area. She let the Board know that discussion would be brought back up, likely after the completion of the current audit.

Mrs. Baker made a motion to declare the listed technology as surplus materials. Mrs. Eessmeier seconded the motion. Motion carried. Mrs. Essmeier made a motion to declare the surplus materials unusable and to approve the proper disposal of those items. Mrs. Baker seconded the motion. Motion carried.

With no further comments, Mrs. Cooper made the motion to adjourn the meeting. Mrs. Massey seconded the motion. Motion carried.

Mrs. Carol Massey, President

Marcie Nelson, Secretary