

## **Allen Parish Libraries**

### **2023 August 17 Board Meeting Minutes**

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#### **CALL TO ORDER AND ROLL CALL**

Linda Thompson called the regular meeting of the Allen Parish Libraries Board of Control to order at 10:01 a.m. on Thursday, August 17, 2023. Mrs. Thompson welcomed everyone. Board members present, in addition to Linda Thompson, were Fran Pestello-Jordan, Martha Rider, Sherry Germany, and Agnes Guillory, Director.

#### **Members Not Present**

Tony Hebert, ex-officio member.

The board did have a quorum. There were no members of the public present.

#### **Guest Present from The Public**

*Eric Grueber with the Stephen DeRouen & Associates, LLC CPA firm.*

#### **NEW BUSINESS**

##### **Allen Parish Libraries Financial Report: Year ended December 2022**

Eric Grueber, representing the Stephen DeRouen & Associates, LLC CPA Firm, reported the firm had completed the audit for the Allen Parish Libraries financial report for the year ending December 31, 2022. He reported that the audit showed the Allen Parish Libraries are in great shape. He also reported only one audit finding "Segregation of Duties" as was described on page 53 of the audit report, which he stated is common in many businesses.

Questions and responses by both parties were discussed after the detailed summary of the audit report.

Fran Pestello-Jordan made the motion to accept the 2022 audit report; Sherry Germany seconded the motion. Motion passed unanimously.

#### **APPROVAL OF BOARD MINUTES**

Fran Pestello-Jordan made the motion to approve the minutes of June 15, 2023 board meeting as presented. Sherry Gerry seconded the motion. Motion passed unanimously.

#### **UNFINISHED BUSINESS**

ALA conference summary was given by Ashley Weaver and Aretha John. They both enjoyed the conference in Chicago, was able to bring back so much information to share with the team at Allen Parish Libraries.

#### **Banking Information**

Danielle Manuel, APL Business Manager, gave an update via the director on all of the Allen Parish Libraries financial accounts; she stated they are in good shape.

## DIRECTOR'S REPORT

The Board received a copy of the trial balance and the profit & loss to review the actual to budget comparison.

Agnes Guillory updated the Board on:

- New Full-Time Hire: Marcie Taylor as assistant branch manager at the Kinder Branch
- Promotion: Deanna Jackson as program assistant at APL Headquarters Building, Oberlin.
- New van is ordered
- A/C is working at the Kinder Branch, STAR the A/C Techs stated to Mike that Traci Fontenot from Kinder city hall had never contacted them to report the electricians had completed their work
- Bookmobile: is now in all areas, new patrons are being added.
- Star Link Internet: working on completion for internet bookmobile
- Continuously updating policies
- Programming: Summer Reading program ended successfully
- Fall Reading program has started, we are using the new app called beanstack for this program
- Up Coming Events: Mini Health Fair: October 11, 2023
- Fair parade: October 13, 2023
- Fall Fest Around the Park: October 31, 2023, Oberlin City Park
- Staff is recertified for the Children's Café, the café will re-open on August 14, 2023
- Take one, leave one grocery, patrons are using this faithfully

## BOARD MEMBERS DISCUSSIONS, CONCERNS AND REPORTS

- Fran Pestello-Jordan spoke highly about the Kinder Branch program
- Martha Rider discussed her concerns about the Kinder Branch landscaping and solutions
- Sherry Germany spoke about the APL staff and how thankful she is for them

## PRESIDENT REPORT

Linda Thompson

Gave an update on the conversation with D.A. Joe Green about purchasing the Kinder Branch and the per diem

- after the discussion of the Kinder Branch; Fran Pestello-Jordan made a motion to purchase the Kinder Branch; the motion failed due to no second. Following the failed motion, the board unanimously voted NO on purchasing the building.
- Per Diem: Rep. Carrier needs to revisit this matter at the legislature meeting in March 2024
- **Next board meeting October 19, 2023, at 10:00AM, Kinder Branch.**

Sherry Germany made the motion to adjourn the meeting; Martha Rider seconded the motion. Motion passed.

The meeting was adjourned at 11:50 A.M.

Respectfully submitted by: \_\_\_\_\_  
Agnes Guillory, Secretary

Approved by: \_\_\_\_\_  
Linda Thompson, President

