

Allen Parish Libraries

2023 October 19 Board Meeting Minutes

CALL TO ORDER AND ROLL CALL

Linda Thompson called the regular meeting of the Allen Parish Libraries Board of Control to order at 10:03 a.m. on Wednesday, October 19, 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.

Public Guest:

None

APPROVAL OF BOARD MINUTES

Linda Thompson called for a motion to approve the agenda.

Fran Pestello-Jordan made the motion to approve the October 19, 2023 minutes; Sherry Germany seconded the motion. The agenda was unanimously approved.

Banking Information

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

UNFINISHED BUSINESS

At the October 2022, the Allen Parish Libraries employees requested a 2023 one-time cost of living adjustment based on setting and attaining three measurable goals through October 2023.

At the October 19, 2023 boarding meeting, Admin Staff Ashley Weaver and Chalanda Wilson presented the 2023 measurable goals final numbers. All goals were met and some exceeded between seven – nineteen percent which was set at the October 19, 2022 board meeting (see attachment of validated attainment of goals).

After the discussion and evidence of the 2023 measurable goals, and the hard work and dedication of the staff.

Fran Jordan motioned for a one-time cost of living adjustment is to be given to the staff in the month of November 2023; full-time staff receiving \$3500.00 and part time staff receiving between \$200.00 - \$1000.00, based on their hours worked, job performance and duties. Sherry Germany seconded the motion.

Motion carried unanimously.

.

NEW BUSINESS

Agnes Guillory, Director and Danielle Manuel, Business Manager presented the board with the proposed 2024 budget.

After the discussion of the 2024 proposed budget, Sherry Germany made the motion to accept the 2024 proposed budget as presented; Fran Pestello-Jordan seconded the motion. Motion carried unanimously.

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:

- The success of our programs and support from the communities
- Shared the information from Mike (APL Security & Maintenance Supervisor) we will not be purchasing the library van from Mike Willis Ford because they sold the van that was ordered for Allen Parish Libraries, and that Mike is still in the process of trying to purchase from other dealerships.

BOARD MEMBERS DISCUSSIONS, CONCERNS AND REPORTS

- Martha Rider, Sherry Germany, Fran Pestello-Jordan and Linda Thompson, all complemented the staff on all that was accomplished throughout the year 2023 and are looking forward to the future programs that are being implemented for our communities in Allen Parish including the social media;
- Q & A about the per diem for the board member and the steps to be taken;
- Board discussed going to the next legislature meeting in 2024;
- Martha suggested adding plastic flowers in the pots in front of the Kinder Branch to beautify the front entrance;
- After the admin staff presented the new numbers for the 2024 goals, the board discussed and adopted the one-time cost of living adjustment for November 2024.

PRESIDENT REPORT

Linda Thompson

- Gave an update on the Kinder Branch and speaking to Mayor LaFargue of Kinder.
- Next meeting November 14, 2023 at 10:00, Oberlin Branch.

Fran Pestello-Jordan made the motion to adjourn the meeting; Martha Rider and Sherry Germany seconded the motion. Motion passed unanimously.

The meeting was adjourned at 11:30am

Respectfully submitted by: _____

Agnes Guillory, Secretary

Approved by: _____

Linda Thompson, President