

**Jefferson Davis Parish Library  
Board of Control  
Regular Meeting Minutes**

118 W. Plaquemine St.

February 17, 2020

8:00 A.M.

The Jefferson Davis Parish Library Board of Control met for a public hearing and regular meeting. The public hearing was opened at 8:00 a.m.

**Call to Order** – Marcia Pfeiffer-President, presided and had a roll call and noted the following:

Present	Absent
Marcia Pfeiffer – President	John Marceaux
Ramona Hardy	Elliot Cassidy – Vice-President
Brenda DeWolf – Treasurer	
Loma Bertrand	
Vera Abraham	
Gwen Landry	

Also present were Clare Coleman, JDPL Director; Tiffany Theunissen, JDPL Financial Representative and Jean Stoute, Welsh Branch Manager. No members of the public were present at this meeting.

**Invocation** - Vera Abraham led the invocation.

**Adoption of the Agenda:**

A motion was made by Vera Abraham and seconded by Gwen Landry to accept Agenda. The motion carried unanimously.

**Approval of the Minutes:**

A motion was made by Gwen Landry and seconded by Loma Bertrand to approve the minutes of the December 2, 2019 Board of Control meeting as presented. The motion carried unanimously.

**Guest Speaker:** Jean Stoute talked about the new programs that have recently been so successful at the Welsh library, specifically the French and Coffee program and Family Night.

**Director’s Report:** Board Members received packets of information including monthly reports, annual report and handouts. Clare Coleman gave her report.

**Financial Report:** Tiffany Theunissen presented updated financial statements.

**Committee Reports:** Building Committee will schedule a meeting in the near future to research potential partnership with the Jennings Industrial Alliance and Zigler Museum, as well as discuss future plans for the Welsh building.

**New Business:**

Ramona Hardy motioned to approve proposed revision to Annual Leave Policy in Employee Handbook. Vera Abraham seconded. Motion carried unanimously.

Plans were discussed for converting to mobile shelving and furniture at Lake Arthur and Elton libraries. Decision was made to proceed with proposed plans as quoted by Library Interiors and presented by Clare Coleman.

An opportunity to share space with Zigler Foundation and Museum at the building they are currently renovating was presented by Clare Coleman. More discussion by the Building Committee is needed before committing to this project.

**Director's Evaluation:**

Brenda DeWolf motioned to enter Executive Session and Ramona Hardy seconded. Following the evaluation of Library Director, Clare Coleman, Vera Abraham motioned to exit Executive Session and Gwen Landry seconded. Both motions carried unanimously.

Clare Coleman requested to increase her Annual Leave to a total of 20 days/year. Ramona Hardy motioned to accept this request and Gwen Landry seconded. Motion carried unanimously.

**Adjournment:**

With no public present for any comments, a motion was made by Ramona Hardy and seconded by Gwen Landry to adjourn the meeting. The meeting adjourned at 10:41 a.m.

The next Board of Control Meeting is scheduled on April 20, 2020 at 8 a.m. at Jennings Headquarters.

**Clare Coleman**

**Secretary**

**Marcia Pfeiffer**

**President**