

Jefferson Davis Parish Library
Board of Control
Regular Meeting Minutes

137 N. Main St, Jennings

October 24, 2022

9:00AM

Jefferson Davis Parish Library Board of Control met for a regular meeting which opened at 9:00AM.

Call to Order – Marcia Pfeiffer (President) presided and had a roll call and noted the following:

Present: Marcia Pfeiffer, Francis Stroud, Danielle Simien, Daniel Sparks, Ramona Hardee, Gwen Landry, John Marceaux

Absent: Dianne Hebert

Also present were Clare Coleman (JDPL Director), Tiffany Theunissen (JDPL Financial Representative) and Jason Onellion (Jennings Daily News Reporter).

Invocation: Marcia Pfeiffer led invocation and pledge.

Motion to Approve Agenda: Motion was made by Ramona Hardee to approve agenda and seconded by Gwen Landry. Motion carried unanimously.

Approval of Minutes: Motion was made by Ramona Hardee to approve minutes of August 15, 2022, Board of Control Meeting as presented. Gwen Landry seconded the motion. Motion carried unanimously.

Reports: Clare Coleman referred to Director's Report in board packets for updates and highlights. Discussion was held about scheduling interviews for new Director and who will conduct the interviews.

Tiffany Theunissen presented financial reports and Revised Budget for 2022, which included announcing the library has reached the capital funds necessary for the Welsh Library renovation. Motion was made by John Marceaux to approve Revised Budget 2022 and seconded by Ramona Hardee. Motion carried unanimously.

Clare Coleman announced a building committee meeting for November 3 at 10:30AM to meet with architects.

Unfinished Business: Gwen Landry motioned to approve new staff appointments Sarah Mabry and Tina Buller. Ramona Hardee seconded the motion. Motion carried unanimously. *(Note: Sarah's name was mistakenly written as Stacy on the agenda).*

John Marceaux motioned to approve revised Travel Policy. Daniel Sparks seconded the motion. Motion carried unanimously.

New Business: Gwen Landry motioned to accept the ACSW Architect contract for Welsh Library renovation/expansion. Ramona Hardee seconded the motion. Motion carried unanimously.

John Marceaux motioned to approve Proposed 2023 Budget, including a 5% cost of living increase to PayScale. Gwen Landry seconded the motion. Motion carried unanimously.

Francis Stroud motioned to approve revised Drug and Alcohol Policy. Danielle Simien seconded the motion. Motion carried unanimously.

Ramona Hardee motioned to approve 2023 Library Holiday/Closures Schedule. Gwen Landry seconded the motion. Motion carried unanimously.

All board members were asked to fill out a form with available days and times for 2023 meetings. Schedule for 2023 Board of Control Meetings will be submitted for approval at December meeting.

Adjournment: A motion was made to adjourn meeting by Gwen Landry and seconded by Ramona Hardee. Meeting adjourned at 9:40AM.

Next board meeting is scheduled on December 5, 2022 at 9:00AM Jeff Davis Arts and Technology Bld., 137 N. Main St., Jennings.

Clare Coleman
Secretary

Marcia Pfeiffer
President