

# Concordia Parish Library

Clayton Library  
P.O. Box 100  
Clayton, LA 71326  
(318) 757-6460

Ferriday Library  
1609 Third Street  
Ferriday, LA 71334  
(318) 757-3550

Vidalia Library  
408 Texas Street  
Vidalia, LA 71373  
(318) 336 -5043

## CONCORDIA PARISH LIBRARY BOARD OF CONTROL MINUTES

**WEDNESDAY, JANUARY 15, 2025 - APPROVED**

FERRIDAY LIBRARY

2:00 PM

1. CALL TO ORDER: Jill Britt called the meeting to order and all of the board was present. Kathleen Stevens, Bobby Shepard, LaJean Corbett, James Lee, Jackie Young, Renard Chatman and Jill Britt. The Jury President, ex-officio, was absent.
2. MINUTES – November 20, 2024: Mr. Chatman moved to accept the minutes as mailed. Ms. Stevens seconded the motion. Motion carried.
3. Election of Officers: Jill Britt will serve her second year as president with her term ending December, 2025. Mr. Lee made the motion. Mrs. LaJean Corbett seconded. Motion carried.
4. PUBLIC COMMENT (Comments limited to 5 minutes) There was no one from the public present.
5. REPORTS
  - A. Circulation
    1. November: November was reviewed. (See Attachment)
    2. December: December was reviewed. (See Attachment)
  - B. Financial
    1. Current Balance Sheets – November/December: Both months were examined. (See Attachments)
    2. 2024 Final Budget: The Board was pleased with the amount of deposits being close to the expenditures. (See Attachment)
    3. 2025 Budget: Board was provided with another look at the 2025 budget. (See Attachment)
    4. Savings: Ms. Corbett made the motion to state that savings would be used for maintenance of property. Ms. Young seconded the motion and motion passed.
6. OLD BUSINESS
  - A. Schedule of 2025 Board Meetings: The scheduled dates were presented. (See Attachment)
  - B. The Board was reminded to take the test some time during the year.

C. Inventory Tax: The Director stated that the Inventory Tax will be decided by the Jury as it is understood.

## 7. NEW BUSINESS

A. Policies (2): Ms. Corbett made the motion to accept the additional policy on sight and hearing checks for bookmobile staff. Mr. Bobby Sheppard seconded the motion. Motion carried. The Board also agreed to pay for the tests for bookmobile staff but not for glasses or hearing aids or other peripherals that might be needed according to the certified doctor.

Jackie Young stated in her motion that music would not be allowed at employees' workstations and/or while employees are on duty. Kathleen Stevens seconded the motion. Motion carried. (See Attachments)

B. Handbook for Directors: The Director stated that she was serving on the committee to write the 21 chapters.

C. Filming: A list of virtual programs for 2025 was distributed. (See Attachment)

D. PR January/February: The January and February postcard was presented. (See Attachment)

E. Legal Opportunities: Free Legal assistance will be available to citizens on the 30<sup>th</sup>. (See Attachment)

F. Free Tax Service: Ms. Redmond and her LSCA partner will prepare taxes free for our citizens for 2 days.

G. Retention: The Library is required to remove certain files according to the Board's Retention policy and must be approved by the Secretary of State to destroy.

The Director stated that the Library would be closed Saturday and Monday for MLK holiday.

## 8. NEXT BOARD MEETING

Wednesday, March 19, 2025 at the Clayton Library at 2:00 pm: President Britt reminded all of the next meeting. Lemon and chocolate pies were served.

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President of Library Board

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Custodian of Records