

**Ascension Parish Library**  
**Regular Meeting of the Board of Control**  
**Thursday, January 30, 2020 – 4:00 PM**  
**Ascension Parish Library – Gonzales**

**In attendance:**

Lisa Bacala – Vice Chairman  
Teri Casso – (ex officio), Parliamentarian  
Lauthaught Delaney, Sr.  
Charles “Jay” Lemann  
R. Ryland Percy, III.  
Sandra Scallan  
Henry J. Schexnayder, III. – Chairman

Larie Myers – Associate Director  
Jennifer Patterson – Director  
John Stelly – Assistant Director

**Others:**

Christopher Achee – Gonzales Librarian  
Troy Blank – Friends of the Library  
Bridget Boudreaux – Friends of the Library  
John Braud – Accountant  
Daniel Espinoza – SSA Consultant  
Rudy Gomez – SSA Consultant  
Carrie Goodall – Dutchtown Librarian  
Chriselle Henry – Adult Services  
Dionne Laborde – Donaldsonville Librarian  
Stephanie Mayeux – Galvez Librarian  
Joyce Sigler – Community Coordinator

**Call to Order:**

Meeting called to order by Schexnayder at 4:28 PM

- Moved by Scallan to adopt the previous minutes. Seconded by Cassio. Motion passed.
- Moved by Percy to amend the agenda to discuss the annual audit. Seconded by Delaney. Motion passed.
- Moved by Casso to amend the agenda to discuss the meeting room policy. Seconded by Scallan. Motion passed.
- Motion by Delaney to open public comment period. Seconded by Scallan.
  - Blank reminded the board of the Friends of the Library Book Sale during the weekend of February 7-9.
  - The Friends of the Library would like to purchase books to be given to children around Christmas in honor of Angelle Deshautelles.

- The Friends of the Library will donate \$1,000.00 to the Library in order to purchase prizes for the Summer Reading Program.
- Mr. Schexnayder recommended that the Board of Control send a thank you letter to the Book Warehouse for their donation.
- Motion by Scallan to close the public comment. Seconded by Casso. Motion passed.
- Motion by Scallan to elect Schexnayder as Chairman, Bacala as Vice-Chairman, and Casso as Parliamentarian. Seconded by Delaney. Motion passed.
- Report from Community Coordinator given by Sigler.
  - Sigler asked to research ways to increase the open rate of the electronic newsletter.
- Director's report given by Patterson.
  - Patterson spoke on a plan to update the time clock, payroll, and other HR activities.
  - Casso recommended that the Library speak to the Parish government about their new HR software.
- Quarterly Financial and Statistical Report.
  - Schexnayder asked that a note needed to be added to the Report explaining the 3000% increase in interest received due to a bank error.
  - A finance committee meeting will be held to discuss the budget surplus.
  - Casso asked that the statistical reports be simplified.
- Unfinished Business
  - There has only been 1 response to the RFP regarding an engineering survey of the Library buildings. The board and administration are looking for further options.
- New Business
  - The Board has been working with the Parish to have a day proclaimed "Angelle Deshautelles Day." Will also discuss with the Cities of Gonzales and Donaldsonville.
  - Annual Leave Policy
    - Mr. Percy asked for clarification on when annual leave is earned and expected to be used.
    - Scallan moved that the Annual Leave Policy be revised and deferred to the next month. Seconded by Lemann. Motion carried.
  - Personal Appearance Policy
    - Motion by Delaney to adopt policy as presented. Seconded by Bacala. Motion passed.
  - Termination of Employment Policy
    - Moved by Percy to adopt policy as presented. Seconded by Lemann. Motion passed.
  - SSA and the Election
    - Gomez and Espinoza presented SSA's Community Outreach Campaign.
  - Ethics Training and Sexual Harassment Training
    - Patterson reminded the board of the state mandated ethics and sexual harassment training.
  - Strategic Initiative Committees
    - Executive Committee
    - Personnel Committee

- Finance Committee
  - Motion by Percy to hire Faulk and Winkler to conduct the 2019 library audit. Seconded by Lemann. Motion carried.
  - Motion by Percy to authorize Schexnayder to sign on behalf of the Ascension Parish Library any documents required to complete the 2019 audit. Motion carried.
  - Motion by Percy to adopt the following resolution for the Library's bank accounts. Only one signature will be required. And that the Library open two credit card accounts with the users and limits set in the resolution. Second by Lemann. Motion carries.

(Minutes continue following text of resolution.)

BANKING RESOLUTIONS:

Resolution #1

**EXCERPT FROM THE MINUTES OF A MEETING  
OF THE BOARD OF CONTROL OF THE  
ASCENSION PARISH LIBRARY**

A meeting of the Board of Control of the Ascension Parish Library was held on the 30<sup>th</sup> day of January, 2020.

“On motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the following resolution was unanimously adopted:

Resolved that Library Director Jennifer R. Patterson (SS# XXX-XX-5246); Assistant Library Director Larie J. Myers (SS# XXX-XX-9265); Assistant Library Director John L. Stelly (SS# XXX-XX-6824); Library Board Chairman Henry J. Schexnayder, III (SS# XXX-XX-0369); and, Library Board Vice Chairman Lisa F. Bacala (SS# XXX-XX-1245); **acting either jointly or separately**, are hereby authorized to sign any and all checks, drafts or orders against any funds at any time standing to the credit of the Ascension Parish Library in any of the following Hancock Whitney Bank checking accounts:

1. Ascension Parish Library Draft Funds (Taxes) Account, Checking Account #47556896;
2. Ascension Parish Library General Fund Account, Checking Account #270036986; and,
3. Ascension Parish Library Construction Fund, Checking Account #718899458.

BE IT FURTHER RESOLVED that Library Director Jennifer R. Patterson (SS# XXX-XX-5246); Assistant Library Director Larie J. Myers (SS# XXX-XX-9265); and, Assistant Library Director John L. Stelly (SS# XXX-XX-6824), **acting either jointly or separately**, are hereby authorized to sign any and all checks, drafts, or orders against any funds at any time standing to the credit of the Ascension Parish Library in the following Hancock Whitney Bank checking account:

Ascension Parish Library Fine Funds, Checking Account #47556918.

BE IT FURTHER RESOLVED that Library Director Jennifer R. Patterson (SS# XXX-XX-5246) and Assistant Library Director John L. Stelly (SS# XXX-XX-6824) are each designated as authorized users and signatories on the Ascension Parish Library’s Visa credit card with the following limits:

Jennifer R. Patterson	\$50,000.00
John L. Stelly	\$10,000.00

BE IT FURTHER RESOLVED that Assistant Library Director Larie J. Myers (SS# XXX-XX-9265) is designated as the authorized user and signatory on the Ascension Parish Library “Acquisition of Library Materials” Visa Credit Card.

BE IT FURTHER RESOLVED that Hancock Whitney Bank be furnished with a certified copy of this resolution and be hereby authorized to deal with the persons hereinabove named under said authority unless and until it be expressly notified in writing to the contrary.”

**CERTIFICATE**

I hereby certify that the above and foregoing is a true and correct copy of an Excerpt of the Minutes of the Board of Control Meeting of the Ascension Parish Library held on the 30<sup>th</sup> day of January, 2020, at which all directors consented to the action taken herein.

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JENNIFER R. PATTERSON, Library Director  
and Secretary to the Board of Control

Resolution #2:

On motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the following motion was unanimously adopted:

Resolved that, for internal library purposes, and notwithstanding the authority granted in the previously adopted resolution in favor of Hancock Whitney Bank, any and all checks signed on the following listed accounts shall require the signatures of two (2) of the persons designated below:

Library Director Jennifer R. Patterson  
Assistant Library Director Larie J. Myers  
Assistant Library Director John L. Stelly  
Library Bond Chairman Henry J. Schexnayder, III  
Library Bond Vice Chair Lisa F. Bacala

Accounts requiring two (2) signatures:

1. Ascension Parish Library Draft Funds (Taxes) Account, Checking Account #47556896;
2. Ascension Parish Library General Fund Account, Checking Account #270036986; and,
3. Ascension Parish Library Construction Fund, Checking Account #718899458.

(Minutes continued.)

- Motion by Percy that the Library internally require the attached number of authorized signers for its various accounts. Seconded by Delaney. Motion carries.
- The Finance Committee will discuss positive pay.
- Education/Friends of the Library: School/Friends Interface
  - The committee will continue its work on literacy promotion.
- Major Projects
  - Scallan spoke on an article in *American Libraries* regarding tiny libraries.
  - Stelly recommended that the board accept the proposal by Security First for additional cameras. Percy recused himself from voting. Motion by Delaney to accept the Security First contract. Seconded by Scallan. Motion passed.
  - Administration is working on a contract for a second, smaller outreach vehicle.
  - Delaney suggested that the Meeting Room Use policy be revised to allow otherwise eligible groups to collect dues during their meetings.
- Motion by Delaney to adjourn. Second by Percy. Meeting adjourned at 6:34 PM.