

Ouachita Parish Public Library  
Board of Control Special Called Meeting

MINUTES

November 4, 2021

The Ouachita Parish Public Library Board of Control Meeting met in a Special Called Meeting at the Main Branch on Thursday, November 4, 2021. In attendance were the following members: Ms. Betty Ward Cooper, President; Mr. Darris Waren, Vice-President; Mr. Wyman Mardis, and Ms. Alex Webre. Ms. Misti Cordell arrived later to form a quorum. Mr. Robert Wright, Jr. and Mr. Jack Clampit, ex-officio member were each absent. Also attending were Mr. Brad Cammack, OPPJ Treasurer; Ms. Nancy Green, OPPL; Ms. Casie Castle, OPPL; and Mr. Danny Hutton, OPPL IT.

President Betty Cooper gave the invocation at 12:00 Noon. There was not a quorum at this time as Ms. Cordell was running late. An informal discussion of the agenda began and no voting took place. Once Ms. Cordell arrived, the actual meeting was called to order at 1:08pm.

The President called for any public comments on the agenda items. There were none.

Under Discussion/Action Item #1, President Cooper recognized and welcomed Brad Cammack, OPPJ Treasurer to guide the board through the Library Director Ads both the long and short versions. The motion to accept the ads subject to changes by Ms. Webre was made by Mr. Waren and seconded by Ms. Cordell.

Under Discussion/Action Item #2, President Cooper and the Board discussed the online job application that would be used for applicants to apply for the Library Director position. The motion to accept the application subject to changes by Mr. Danny Hutton, OPPL IT, was made by Mr. Waren and seconded by Ms. Webre.

Under Discussion/Action Item #3, President Cooper and the Board discussed the Timeline to accept and interview applicants in the search for a new Library Director. There was a change made to the proposed timeline to advertise the opening on November 8 instead of November 5 and accept applications from November 8 to December 15. The change and approval of the timeline was motioned by Mr. Waren and seconded by Mr. Mardis.

Under Discussion/Action Item #4, President Cooper and the Board discussed the salary structure for the following positions:

- Library director as beginning at \$100,000 depending on experience and qualifications. This was motioned by Ms. Webre and seconded by Ms. Cordell.
- Interim Director's salary where Option 2 was selected for approval to be effective November 5, 2021. Motioned by Mr. Waren and seconded by Ms. Webre.

- Assistant Director salary was deferred for discussion at a later date.

Under Discussion/Action Item #5, President Cooper and the Board discussed who would serve on the Search Team for the new director. It was decided that the Team would be informal and not a committee. Volunteers were President Cooper, Mr. Waren, Ms. Webre, and Ms. Cordell.

Under Discussion/Action Item #6 and 8, President Cooper and the Board discussed creating a Proclamation to acknowledge the retirement of Library Director Ms. Robin Toms. Mr. Waren volunteered to create the Proclamation and send it to Ms. Holly Priestley, Main Branch Manager at Ouachita Parish Public Library, to send it out as a press release to local media. Also, discussed was plans for a Retirement event for Ms. Toms to which Ms. Green stated no plans of a date had yet been made.

Under Discussion/Action Item #7, President Cooper and the Board discussed the Marketing Platform for the Library Director Search. Discussion was made to post the job opening to the Ouachita Parish Public Library website and Facebook page using the ad and application previously approved in Discussion/Action Item #1 and 2.

The meeting was adjourned on a motion by Mr. Waren, seconded by Mr. Mardis, with all voting in favor.

Respectfully,

Nancy H. Green, Interim Director, Secretary

Betty Ward Cooper, President