

Colfax, LA
August 19, 2025

The Library Board of Control of the Parish of Grant, State of Louisiana, met in regular session at the Grant Parish Police Jury Meeting Room, 200 Main Street, Colfax, Louisiana, on Tuesday, August 19, 2025 at 5:00 p.m.

The following members were present:

Mr. Cephas Bowie Jr., Mr. Brandon DuBois, Mr. Johnny Jamison, Mr. Roy Edwards, and Mr. Mark Ball

The following members were absent:

Mr. Winston Roberts and Mr. Mike Merrell

Motion by Mr. Mark Ball, seconded by Mr. Cephas Bowie, Jr. to open the meeting to public comments on agenda items. Motion carried unanimously.

No discussions were brought forth.

Motion by Mr. Roy Edwards, seconded by Mr. Mark Ball to accept the minutes of the last meeting as published in the official journal. Motion carried unanimously.

Board members reviewed and discussed the monthly financial report, statistical report, and Head Librarian's report.

-Summer Reading Program had 2,567 participants

-Next year's programs and events are already being discussed and planned

-The 2026 SRP will run an ad in the High School Football Digest

-The Colfax Branch is currently being cleaned out and organized to function and look better

-Munch & Learn is back up and running with the new school year

-One storage facility has been cleaned out, emptied, and we received a reimbursement from the facility

-Homecoming Dress Event will be a smaller event than the prom, but will be sometime in September

-Will begin interviewing for the 4 open positions (several applications were received)

Board members discussed the possibility of the part time cleaning position being opened at the courthouse as well but they will discuss as the jury and review the budget. Possibly combine positions to make a full-time position with benefits and split between the courthouse and library.

Motion by Mr. Cephas Bowie, Jr., seconded by Mr. Mark Ball to approve the proposed records retention schedule. Motion carried unanimously.

Motion by Mr. Mark Ball, seconded by Mr. Johnny Jamison to approve the Patron Privacy Policy. Motion carried unanimously.

Motion by Mr. Johnny Jamison, seconded by Mr. Cephas Bowie, Jr to approve obtaining a business credit card for library bills and small purchases with a limit of \$1,000.00. Motion carried unanimously.

Board members discussed the open positions, pay rates, and adding a part time cleaning position for the Colfax Branch Library.

- Board members discussed hourly wage for each open position as follows:
 - Part time branch manager and clerk \$11.00 per hour
 - Full time asst \$12.00 per hour
 - Branch Mgr/Outreach \$14.00 per hour
 - part time cleaning position (15 hrs per week) \$10.00 per hour

Board members discussed purchasing a Square Reader for the Colfax Branch and it was approved with all fees paid for by the patrons.

Board members discussed the repairs that are needed at the Colfax Branch.

- Must get estimates from licensed and insured contractors
- Possibly enclosing portion of garage
- Changing or slowing down the closure of the front door
- Enlarging the restrooms

Board members discussed the Cloud Library and Pebble Go programs. After comparing with the current program (Libby) the Head Librarian will compare the pros and cons of each and make a recommendation at the next Board Meeting.

Board Members discussed the Technical Services Manager increasing hours to 35 per week. No motion was called as she will be moving to a 40 hour work week in November of 2025.

The Head Librarian discussed joining the Museum Pass Program with the board and everyone was very supportive. Admission to 11 Louisiana Museums would be free for active Grant Parish Library card holders.

Board Members discussed issues with the Dry Prong Branch library and asked librarians to present a list at the next meeting on December 16, 2025.

Motion by Mr. Roy Edwards, seconded by Mr. Johnny Jamison to adjourn. Motion carried unanimously.

Disclaimer: These minutes are not official until adopted by the board at the next meeting.