

Notice posted on door _____ at _____ by _____.
(date) (time) (initials)

PUBLIC MEETING

Green Gold Library System

Webster Parish Library
Main Branch
521 E & W Street
Minden, LA 71055
(318) 371-3080

Friday, January 19, 2024

10:00 a.m.

AGENDA

1. **Call to order**
2. **Additions to the Agenda**
3. **Audience Comments**
4. **Approve Minutes of the November 17, 2023, meeting**

NEW BUSINESS

- a. **Approve policy to comply with Act 393 Open Meeting Law**
- b. **Approve Disaster Recovery and Continuity Policy**
- c. **Approve Bank Reconciliation Policy**

5. **Director's Report**
6. **Report of Members**
7. **Adjournment**

The Green Gold Library System will meet at 10 a.m. for regular meetings on Jan. 19, Mar. 15, May 17, Jul. 19, Sept. 20, and Nov. 15, 2024. Location rotates among members. For upcoming scheduled meeting locations, email Mona Bamburg @ mona@natlib.org. In accordance with the Americans with Disabilities Act, if you need special assistance, also contact Mona at (318) 238-9226 or by e-mail. Please describe necessary assistance needed.

Green Gold Library System Minutes

November 17, 2023

The Green Gold Library System Directors met for a regular meeting at the Bienville Parish Library at 10:00 AM on November 17, 2023.

Present: Mona Bamburg (Natchitoches), Savannah Jones (Webster), Floyd Knox (Jackson), Priscilla Massey (Winn), Felesha Sweeney (Bossier), Delbert Terry (DeSoto), John Tuggle (Shreve Memorial), and Sondra Waits (Bienville).

Absent: Debbie Anderson (Sabine), Deidre Fuqua (Grant), Trey Lewis (Red River), and Pamela Suggs (Claiborne), Jeremy Bolom (Lincoln).

Visitors: Jim Pelton, Teresa Rice, Marisa Richardson, Audra Bartholomew, Charmetra Ardoin, and Clara Ann Madison.

President John Tuggle established a quorum and called the public hearing to order at 10:03 AM.

President John Tuggle asked for additions to the agenda; there was one addition to the agenda: Director's Report. Upon the motion of Delbert Terry, seconded by Savannah Jones, the addition was approved. Motion carried.

President John Tuggle asked for audience comments; there were no audience comments.

Upon motion by Delbert Terry, seconded by Sondra Waites, the minutes of the September 15, 2023, Green Gold meeting were approved as emailed. Motion carried.

Upon motion by Priscilla Massey, seconded by Sondra Waites, the following dates and locations were approved: January 19, (Webster); March 15, (Shreve Memorial); May 17, (Natchitoches); July 19, (Winn); September 20, (Bossier); November 15, (Arcadia). Motion carried.

Discussion was held about the additions to Act 393 Open Meeting Law. Mona Bamburg was assigned to contact Angela Heath to receive clarification.

Jim Pelton reported on the Overdrive circulation and asked that all members turn in their operation budget.

Members reported on their respective libraries.

There being no further business, upon motion by Savannah Jones, seconded by Jeremy Bolom, the meeting was adjourned at 11:40 AM.

Respectfully submitted,
Mona Bamburg

Green Gold Library System

Open Meeting Disability Accommodation Policy

The Green Gold Library System, in accordance with Act 393, will provide for participation via electronic means on an individual basis by people with disabilities. People with disabilities are defined as any of the following:

1. A member of the public or Green Gold Board with a disability recognized by the Americans with Disabilities Act (ADA).
2. A designated caregiver of such a person

Written public notice of the meeting will include:

1. Name, telephone number, and email address of the library representative to whom a disability accommodation request may be submitted.
2. Time frame in which the request must be submitted.

Upon receipt of an accommodation request, the Green Gold representative is only permitted to ask if the requester has an ADA-qualifying accommodation or is a care giver of such person (yes or no). The requestor shall not be required to complete a medical inquiry form or disclose the actual impairment.

If the requestor is a member of the public, the Green Gold representative shall ask the requestor to submit a list of questions. The library representative will then provide the requester with a number to call to participate in the meeting via conference call. All questions of the requestor will be read aloud in the meeting by the board president or designee.

Green Gold Board participation via electronic means shall count for purposes of establishing quorum and voting.

Green Gold Consortium

Disaster Recovery and Continuity Policy (SAUP)

Purpose

Disaster recovery is the ability to restore an organization's critical systems and return the entity to an acceptable operating condition following a catastrophic event, by activating a disaster recovery and continuity plan. The purpose of this policy is to ensure the continuity and recovery of Green Gold Consortium business following the loss of IT and/or financial resources because of the disaster.

Scope

This policy, and all policies referenced herein, shall apply to all members of the consortium's staff who use, access, or otherwise employ, locally or remotely, the consortium's IT or financial resources, whether individually controlled, shared, stand-alone, or networked.

Implementation

The SML IT Department must have a Disaster Recovery and Continuity (DR&C) plan. Both the IT and consortium president must work together in event of a disaster to ensure continuity of services. IT will be responsible for networks, databases, and services associated with such. The president will be responsible for communicating with Shreve Memorial Library regarding financial networks, databases, and services associated with such.

Both will work with the GG Council to implement said plan in case of a disaster.

Both will update the internal and external contacts lists.

Both will verify the alternate site technology, if applicable.

Both will verify the hardware platform requirements, if applicable.

Also, the following recovery activities must be conducted periodically by the IT department:

- (1) identification of critical data and frequency of data backups,
- (2) storage of backups in a separate physical location isolated from the network,
- (3) periodic testing/verification that backups can be restored,
- (4) use of antivirus software on all systems,
- (5) timely application of all available system and software patches/updates, and
- (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

All staff and council members with access to the consortium's information technology assets will complete cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020 - completed the training; and
- Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment and will retake it annually while employed with Green Gold Consortium.

Adopted on 1/19/2024.

Green Gold Bank Reconciliation Policy

The Green Gold Consortium president and council will comply with the following processes recommended by the Louisiana State Auditor for bank reconciliations.

1. Bank reconciliations will include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged)
2. Bank reconciliations will include written evidence that a member of management or a council member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged)
3. Management will have documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.