

NATCHITOCHE PARISH LIBRARY  
BOARD OF CONTROL  
MEETING MINUTES  
September 13, 2021

**Board Members Present:** Mr. Thomas Roque, Rev. Dr. Frank Fuller, Mr. Tracy Brown, Mrs. Karen Terrell, Mrs. Juliette Moffett, and Librarian Jessica McGrath

**Board Members Absent:** Mrs. Gloria Davis and Mrs. Linda Jenkins

**Guests:** Alan Niette, Stanford Medlock, Martha Uchino, and Vallery Washington

Board President Mr. Roque called meeting to order at 6:00pm.

Invocation was said by Rev. Dr. Frank Fuller.

**Public Comments**

None

**Minutes**

Motion to approve the June 14, 2021, Library Board of Control Minutes as presented was made by Mr. Brown. Mrs. Moffett seconded. Motion carried.

**OLD BUSINESS**

None

**NEW BUSINESS**

**2022 Library Board of Control Meeting Dates**

Motion to approve the Natchitoches Parish Library Board of Control's 2022 meeting dates as presented with changes of meeting time to 12:00PM was made by Mr. Brown. Mrs. Terrell seconded. Motion carried.

**2022 Natchitoches Parish Library Holiday Schedule**

Motion to approve the Natchitoches Parish Library's 2022 Holiday Schedule as presented was made by Rev. Dr. Fuller. Mrs. Terrell seconded. Motion carried.

**Policy Manual**

Motion to approve changes to the Policy Manual as presented was made by Mrs. Terrell. Mr. Brown seconded. Motion carried.

**"Community Give Back" Fine/Fee Forgiveness Event**

Motion to approve the library's "Community Give Back" Fine/Fee Forgiveness event during October, November, and December 2021 was made by Mrs. Terrell. Mrs. Moffett seconded. Motion carried

**Staff Development Day Closure**

Motion to approve library closure for the 2022 Staff Development Day – April 14, 2022, was made by Rev. Dr. Fuller. Mr. Brown seconded. Motion carried.

### **2021 Budget Revisions**

Motion to approve the 2021 budget revisions as presented was made by Rev. Dr. Fuller. Mrs. Terrell seconded. Motion carried.

### **Financial Agreement with Parish Government**

Motion to approve the financial agreement with the Parish Government as part of the 2022 Library Budget as presented was made by Mrs. Terrell. Mr. Brown seconded. Motion carried.

### **2022 Budget**

Motion to adopt the 2022 budget with approved cost of living increase of \$750/year for full-time employees who have been employed at least 1-year and a 25 cent/hour increase for part-time employees who have been employed at least 1-year, effective January 1, 2022, was made by Mrs. Terrell. Mr. Brown seconded. Motion carried.

### **2022 Group Life and Health Insurance Coverage for Employees and Retirees**

Motion made by Mrs. Terrell: So long as total costs for group life and hospitalization coverage do not exceed the projected 11%, the Natchitoches Parish Library will pay the total cost of group life and hospitalization insurance for full-time employees and retired employees of the Natchitoches Parish Library (Parish Government) with single coverage. For those full-time employees and retired employees with family coverage, the library will pay the total cost for single coverage plus one-half of the difference between single and family group life and hospitalization insurance. Rev. Dr. Fuller seconded. Motion carried.

### **Western Branch**

Discussion ensued on possible sites for a Western Branch. No action was taken.

### **Surplus Items**

Motion to declare a laminator (property tag: 00670) and 4,206 (June-Aug. 2021) items from the collection (books, audios, etc.) as surplus was made by Rev. Dr. Fuller. Mrs. Moffett seconded. Motion carried.

### **REPORTS**

Reports for all departments were distributed and discussed. No action necessary.

The next Library Board of Control meeting will be held on Monday, December 13, 2021 at 12:00PM at the Main Branch.

**With there being no other business, motion to adjourn the Library Board of Control meeting was made by Rev. Dr. Fuller. Mr. Brown seconded. Motion carried.**

Meeting was adjourned at 7:24pm