

NATCHITOCHE PARISH LIBRARY
BOARD OF CONTROL
MEETING MINUTES
September 12, 2022

Board Members Present: Rev. Dr. Frank Fuller, Gloria Davis, Carmella Parker, Tracy Brown, Karen Terrell, Juliette Moffett, and Library Director, Jessica McGrath

Board Members Absent: Thomas Roque

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

Board Vice-President Rev. Dr. Frank Fuller called meeting to order at 12:00pm.

Invocation was said by Library Director McGrath.

Public Comments

None

Minutes

Motion to approve the June 13, 2022, Library Board of Control Minutes as presented was made by Tracy Brown. Karen Terrell seconded. Motion carried.

OLD BUSINESS

Western Branch

No action was taken on the Western Branch of the Natchitoches Parish Library. Library Director McGrath will speak before the Natchitoches Parish School Board on Thursday, Sept. 15, 2022.

NEW BUSINESS

2023 Library Board of Control Meeting Dates

Motion to approve the Natchitoches Parish Library Board of Control's 2023 meeting dates as presented was made by Tracy Brown. Karen Terrell seconded. Motion carried.

2023 Natchitoches Parish Library Holiday Schedule

Motion to approve the Natchitoches Parish Library's 2023 Holiday Schedule as presented was made by Juliette Moffett. Gloria Davis 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 2022 was made by Juliette Moffett. Karen Terrell seconded. Motion carried

Staff Development Day Closure

Motion to approve library closure for the 2023 Staff Development Day – April 6, 2023, was made by Tracy Brown. Gloria Davis seconded. Motion carried.

2022 Budget Revisions

Motion to approve the 2022 budget revisions as presented was made by Karen Terrell. Tracy Brown seconded. Motion carried.

Financial Agreement with Parish Government

Motion was made, as part of the 2023 Library Budget, by Karen Terrell: *In accordance with La. R.S. 33:1236(35)(a), in compensation of administrative, financial, and clerical services rendered by the Parish, the Library is agreeing to pay no more than 33% of salary, hospitalization, retirement, and payroll taxes for staff in the Parish Human Resources and Finance Departments. This charge is for such services actually rendered for the Library. This amount shall not exceed more than four percent of the total revenues of the Library. This agreement shall be in place for the 2023 budget year. 2023 = estimated \$6,855/month or \$82,260/year.* Tracy Brown seconded. Motion carried.

2023 Group Life and Health Insurance Coverage for Employees and Retirees

Motion made by Tracy Brown: *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.* Juliette Moffett seconded. Motion carried.

2023 Payroll Expenditures

Motion to approve the 2023 proposed payroll expenditures reflecting the previously approved compensation scale and a \$750 cost-of-living increase for those employees not affected by the compensation scale adjustment was made by Gloria Davis. Karen Terrell seconded. Motion carried.

2023 Budget

Motion to adopt the 2023 budget as presented was made by Tracy Brown. Karen Terrell seconded. Motion carried.

Surplus Items

Motion to declare a hedge trimmer (property tag: 00145) and 1,917 (June-Aug. 2022) items from the collection (books, audios, etc.) as surplus was made by Juliette Moffett. Tracy Brown 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 12, 2022 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 Karen Terrell. Gloria Davis seconded. Motion carried.

Meeting was adjourned at 1:10pm