

NATCHITOCHE PARISH LIBRARY
BOARD OF CONTROL
MEETING MINUTES
July 11, 2016

Board Members Present: Dr. Thomas Burns, Dr. Frank Fuller, Mrs. Linda Jenkins, Mr. Thomas Roque, Dr. James Guin and Librarian Jessica McGrath

Board Members Absent: Mrs. Karen Terrell, Mrs. Gloria Davis

Guests: Alan Niette, Cahill Bush and Vallery Washington

Board President Dr. Burns called meeting to order at 6:03pm

Invocation was said by Dr. Frank Fuller

No Public Comments

Minutes

Minutes of the April 14, 2016 Library Board of Control was presented.

Motion to approve the April 14, 2016 Library Board of Control Minutes as presented was made by Mr. Roque. Dr. Fuller seconded. Motion Carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

2016-2020 Strategic Plan was presented to the library board.

Motion to approve the 2016-2020 Strategic Plan as presented was made by Dr. Fuller. Mr. Roque seconded. Motion Carried.

2016 Proposed Budget Revisions was given by Vallery Washington.

Please see handout.

- Ad Valorem will come in at 6.9 mils
- Revised total revenue by \$539,071.31
- Revised total expenditures by - \$100,660.87
- Estimated cash in bank as of 12/31/16 total \$1,241,564.18

Motion to approve the 2016 Budget Revisions as presented was made by Dr. Guin. Mr. Roque seconded. Motion Carried.

2017 Proposed Budget was given by Vallery Washington

Please see handout.

- Estimated total revenue \$3,484,864
- Estimated total expenditures \$2,316,000
- Board was presented with 3 proposed 2017 payroll options: no cost of living increase, 1/5% cost of living increase, 3% cost of living increase.

Motion to grant a 3% Cost of Living Increase to Full-time Employees and a 25cent hourly increase to Part-time Employees that have been employed at least 1 year was made by Dr. Guin. Mr. Roque seconded. Motion Carried.

Motion to approve the 2017 Budget was made by Mr. Roque. Dr. Fuller seconded. Motion Carried.

Library Board to declare items Surplus

- 35 Office Chairs – with the intent of Intergovernmental transfer to Natchitoches Parish Detention Center
- 10 Stackable Chairs – to be donated to Natchitoches Genealogical Association
- 7 Children’s Computer Lab Chairs
- Television and TV Stand – to be donated to Natchitoches Genealogical Association
- Books – 12,000 items

Chairs can be replaced by Library Interiors at an estimated cost of \$12,000.

Motion was made by Mr. Roque to declare the above items surplus. Dr. Fuller seconded. Motion Carried.

REPORTS

Staff Update

- Cahill Bush has been hired as Maintenance Manager
- Alan Niette has been promoted to Outreach Coordinator
- Amber Waldrup has resigned
- Danelle Hunter has been hired as Library Technical Assistant I
- Michelle Pichon has been promoted to Teen Programmer
- Donna Dupree has been promoted to Schoolmobile Manager
- Francis Prince has been hired as Library Technical Assistant I/ Bookmobile Driver

Statistical Reports were given to library board members for review, Deborah Ransome was out.

Please see handout.

- Total circulation has increased
- E-books circulation has increased by 19%
- Hoopla numbers have increased (patrons can now checkout 10 items per month)
- Laptop circulation had decreased (to address this issue, the library has added 15 Chromebooks – 10 Main Branch/ 3 NE Branch / 2 In-house Children’s Dept.)
- Increased number of Wireless Internet devices for checkout (5 Main Branch/ 3 NE Branch) to work with Chromebooks
- Total program and attendance has increased
- Launchpads will be purchased for adults

Outreach Report was given by Alan Niette.

Please see handout.

- National Kids to Park - 70 reached
- City Family Day at Ben Johnson - 85 reached
- PAWS for Autism – 50 participants reached
- City Teen Internship Program – 10 participants
- Monthly newsletter available online – 126 reached
- Expanding Library Express
- Plans to purchase a 3D printer

IT Report was given by Jessica McGrath, Marc Richard was out.

- In process of working with TLC for backup server migration
- Preparing new server for backup migration
- Process of going to hosted server with TLC

Facilities Report was given by Cahllil Bush.

- Purchased a truck and trailer
- Received electrician quotes for new plugs, lights, flagpole, etc.
- Purchased a new riding lawn mower for NE Branch
- Volunteers are helping with yard maintenance at Main Branch
- Called Storer Service Techs for HVAC system, issues with AC

DIRECTOR’S REPORT

Survey Results

- Both users and non-users completed the survey
- Majority were satisfied; several offered suggestions for improvements
- Importance of Branches was mentioned

Millage Renewal

- Aug 15 Parish Council will announce intent to call election
- Sept 19 Parish Council will make decision to call election
- Will email all Parish Council members beforehand

Project updates

- Flooring has been updated on 1st and 3rd floor
- Contacted Brown's about installing panic buttons
- Contacted A&G about updating security cameras

Windows at NE Branch

- Leaking since installed
- George Minturn has stated the library will have to sue the Contractor "Glenn Martin"

Library Board requested that Director McGrath contact the Parish Attorney about the issue with the windows.

Schoolmobile will be in the Christmas Parade this year.

With there being no other business, the meeting was adjourned at 7:32pm.