

NATCHITOCHE PARISH LIBRARY
BOARD OF CONTROL
MEETING MINUTES
October 13, 2015

Board Members Present: Mr. Burton Weaver, Jr., Dr. Thomas Burns, Mr. Thomas Roque
Mrs. Linda Jenkins, Mrs. Karen Terrell, Mrs. Gloria Waldrup-Davis, and Librarian Jessica McGrath

Board Members Absent: Dr. James Guin

Guests: George Minturn, Ralph Dowden, Amy Walmsley, and Vallery Washington

Meeting was called to order at 6:05pm.

Invocation was said by Mr. Burton Weaver, Jr.

Minutes

Motion to approve the July 14, 2015 Library Board of Control Minutes as presented was made by Dr. Burns. Mrs. Terrell seconded. Motion Carried.

North East Branch

Mr. George Minturn gave an update on the North East Branch in Campti, LA. Highlights of his report are as follows:

- 27 glass panels have been re-ordered
 - Letter from Manco Glass Manufacturer stating lead time is 5-6 weeks
 - Temporary Laminated Glass has been installed and will reach safety requirements
 - Will not delay delivery/installation of furniture
- Change Order for circulation desk - \$6,597
- Recommended extending Contractors completion date by 6 weeks from October 13, 2015 thereafter enforcing liquidated damages of \$100 day.
 - Completion Date set for Nov. 24, 2015
- Jeffrey Carbo Landscape Architect completed landscaping plans
 - Requested landscaping not cost over \$15,000
 - Will request 3 or 4 proposals from local landscaping companies

Library Board agreed that the Library Director, with guidance from George Minturn may accept the appropriate proposal for landscaping at the NorthEast Branch in Campti, LA.

Motion to extend Martin Metal Construction, LLC, completion date by 6 weeks from October 13, 2015 thereafter library will enforce the liquidated damages clause of \$100 per day was made by Dr. Burns. Mrs. Jenkins seconded. Motion Carried.

Financial Report

Vallery Washington presented the Financial Report. Highlights of Trial Balance ending September 30, 2015 are as follows:

- Revenue total \$3,293,733.82 / Received 95% of projected total
- Interest earnings has not changed since July 2015
- Expenditures total \$1,659,077.19 / Spent 58% of projected total
- Cash in bank as of September 30, 2015 totals \$1,634,656.63

Insurance Premiums for Employees and Retirees

Vallery Washington informed the library board that the 2016 Budget previously approved on July 14, 2015 reflected a projected 11% increase in insurance premiums. Washington stated that she and Library Director Jessica McGrath were informed that there was a possibility of insurance premiums increasing in 2016 by 25%. Washington also stated that the Parish was currently working on receiving bids from insurance companies and did not have a definite cost.

Dr. Burns motioned to approve the Natchitoches Parish Library paying total cost of group life and hospitalization insurance for employees and retired employees of the Natchitoches Parish Library (Parish Government) with single coverage and for those employees and retired employees of the Natchitoches Parish Library (Parish Government) with family coverage the library will pay in addition to full cost of single coverage, one-half of the difference between single group life and hospitalization and family group life and hospitalization contingent on premiums not exceeding an increase of 11%. Mrs. Davis seconded. Motion Carried.

Outreach Report

Amy Walmsley presented the Outreach Update. Program Highlights are as follows:

- Bookmobile Blitz September 4
- National Library Card Sign-up September 700+ new patron sign-ups
- Art w/ Annabel September 29 15 kids
- NCHS Health Fair September 30 1000 young adults
- Marthaville Good Ole Days Parade September 5 500 people

Maintenance Report

Ralph Dowden presented the Maintenance Report. Highlights are as follows:

- Working on Beautification / Lawn
 - Dead plants removed
 - Re-sod
 - Plans to replace/replant flowers
 - Plans to buy Picnic Tables for front lawn
 - Plans to purchase light on flagpole and replace flag
- Purchased HD Christmas Lights for front lawn

Librarian Report Statistical Report

Jessica McGrath presented the Statistical Report. Please see handout. Highlights are as follows:

- September was Library Card Sign-up Month – 703 new borrowers
- Community Bookmobile Circulation up 36% over September 2014
- LapTop Circulation increased due to WiFi-to-Go
- 40 checkouts of WiFi-to-Go for month of September

Technology Report

Jessica McGrath presented the Technology Report. Highlights are as follows:

- Implemented the WiFi-to Go Devices
- Fiber installed at NorthEast Branch in Campti
- Purchasing new staff computers

NorthEast Branch

Jessica McGrath presented the Library Board with proposed hours of operation, staffing and work schedule for the NorthEast Branch. Please see handout. The library board showed no opposition to the presented hours of operation, staffing and work schedule.

Director McGrath also informed the library board of the following current and ongoing projects.

- African American Collection is located on the 2nd floor
- Required ethics training for Library Board Members
- New logo and tagline for the library are forthcoming

Director McGrath requested that the Natchitoches Parish Library Board go into Executive Session at 7:15pm.

Library Board went into Executive Session @ 7:15pm.

With there being no other business, a motion was made to adjourn by Dr. Burns. Mrs. Jenkins seconded. Meeting adjourned at 7:30pm.