

NATCHITOCHE PARISH LIBRARY
BOARD OF CONTROL
MEETING MINUTES
October 10, 2016

Board Members Present: Mr. Thomas Roque, Mr. Tracy Brown, Mrs. Gloria Davis, Dr. Frank Fuller, Mrs. Linda Jenkins, Mrs. Karen Terrell and Librarian Jessica McGrath

Board Members Absent: Dr. James Guin and Ex-Officio Mr. Doug de Graffenried

Guests: George Minturn, Cahllil Bush, Alan Niette, Deborah Ransome, Marcus Richard and Vallery Washington

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

Invocation was said by Dr. Frank Fuller

No Public Comments

Minutes

Minutes of the July 11, 2016 Library Board of Control were presented.

Motion to approve the July 11, 2016 Library Board of Control Minutes as presented was made by Dr. Fuller. Mrs. Terrell seconded. Motion Carried.

Mr. Minturn reported that he had contacted the Glass Manufacturer about the issues with leaking windows at NE Branch. Highlights of report are as follows:

- Windows were not properly end damned;
- Silicone was used to seal, but is not appropriate;
- Rubber seals were meant to work with 1” thick glass panels, however 7/8” thick glass panels were installed;
- Manufacturer replaced with new horizontal seals, however George has requested that the vertical seals be replaced as well;
- Contractor has been put on notice about windows.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Welcomed new Library Board Member Tracy Brown.

Informed Board Members that Mr. Doug de Graffenried has been appointed as Rick Nowlin’s representative on the Library Board of Control.

Policy Manual

The library board was presented with a summary of changes to the NPL Policy Manual. Discussion ensued.

Motion to approve the Policy Manual as presented was made by Mrs. Jenkins. Dr. Fuller seconded. Motion Carried.

Meeting Dates

Motion was made to approve Jan 9, April 10, July 10 and October 9 in 2017 as Library Board Meeting Dates. Meeting time was established as 6:00PM. With there being no objections, Motion Carried.

Conference Travel for Director

Director Jessica McGrath requested that the library board approve her attending the Arkansas Library Association Conference, November 12-15, 2016.

Motion to approve conference travel to the Arkansas Library Association Conference for Library Director was made by Mr. Brown. Mrs. Jenkins seconded. Motion Carried.

Status Change for Employees

Director McGrath proposed, due to FLSA changes, that the employee status of Deborah Ransome (Acquisitions/Technical Services Administrator) and Vallery Washington (Director of Library Operations) be changed to salaried, exempt. McGrath is currently the only staff member with the salaried, exempt status. Ransome and Washington meet the standard salary level and duties test. McGrath also reported that she has requested to the Parish that all other full-time employees be salaried, non-exempt. McGrath stated that salaried, non-exempt employees would receive compensatory time at time-and-a-half for hours worked over 40.

Motion was made by Dr. Fuller to accept the proposed status change to employees. Mrs. Terrell seconded. Motion Carried.

Holiday Schedule for 2017

Director McGrath proposed the following:

- New Year's Day observed Monday, January 2nd;
- Christmas Eve/Christmas Day/ Day after Christmas observed Saturday, December 23 – Tuesday, December 26;
- FT Staff will select an additional day during Christmas Holiday to total 3 paid holiday days.

Motion to approve proposed Holiday Closings as presented was made by Mrs. Jenkins. Mrs. Terrell seconded. Motion Carried.

Surplus Items

Motion to declare 25 stackable chairs and 84 items from acquisitions as surplus was made by Mrs. Terrell. Mr. Brown seconded. Motion Carried.

REPORTS

Trial Balance ending September 30, 2016 was given by Vallery Washington.

Please see handout. Highlights are as follows:

- Received 94% of projected Revenues;
- Contacted Treasurer Miley about expenditure line items being underestimated;
- Storage Rental currently paying \$95 month for larger unit;
- Surveillance/security equipment was updated, totaling \$7576;
- Yearly audit fee of \$7459;
- Fixed Assets: purchased technology equipment \$8000, trailer \$2854, and mower \$1840;
- Non Cap Assets: purchased new chairs \$10,280.50, paid for TLC hosting fee \$4800;
- Spent 74% of projected budget;
- Cash in bank as of September 30, 2016 total \$1,570,187.91

Staff Update was given by Vallery Washington

Highlights are as follows:

- Cara Stanfield, FT Library Tech Asst., resigned effective August 31, 2016;
- Rita Horton hired as FT Library Tech Asst.;
- Colby Rowell, PT Library Clerk, resigned effective September 27, 2016;
- Tyrielle Doucette re-hired as PT Library Clerk.

Statistical Report was given by Deborah Ransome

Please see handout. Highlights are as follows:

- Borrowers added, up 11%;
- Internet users, up 25%;
- Schoolmobile circulation, up 61%;
- YA print circulation, up 22%;
- Video circulation, up 14%;
- Audio circulation, up 20%;
- E-Book circulation, up 23%;
- All areas of programming show significant increases.

Outreach Report was given by Alan Niette

Please see handout. Highlights are as follows:

- National Library Card Sign-up Month:
 - Lakeview vs St. Mary's football game – 63 visits;
 - Celebration at NPL with LaCour Trio – 75 visits;
 - LSMSA – 19 visits;
 - Walmart – 58 visits;
 - NSU Vic's Café – 15 visits;
 - NCHS Football game – 117 visits;
 - Brookshire's on Bypass – 94 visits;
 - Marthville Good Ole Day's Festival and Parade;
 - Robeline Heritage Parade.
- Demoed 3D printer to NSU Middle Lab students;

- 229 online subscribers to our General and Children's Newsletters;
- Will visit more schools to spark interest in 3D printer;
- 3D printer will be made available for patrons at NPL;
- Oct 21 and 22nd Library will participate with Smokin' on the Red Festival and Parade;
- Oct 26th Library booth at NJH's Literacy Night;
- Oct 31st Costumed trick-or-treating at NPL with candy purchased by Friends;
- Library will participate in the Natchitoches Christmas Festival Parade.

Technology Report was given by Marc Richard

Please see handout. Highlights are as follows:

- Installed 7 new high-def. security cameras;
- Planned installation of surveillance monitor in director's office;
- New lease on 3 Xerox printers with scan-to-email function;
- 2 new iPads for children's department;
- Video projector and inflatable screen for outdoor movie events;
- Server closet rebuild scheduled for October 16;
- Planned installation of Synology NAS device for storage backups.

Maintenance Report was given by Cahill Bush

Please see handout. Highlights are as follows:

- Coordinating with electricians on electrical updates;
- Leaking roof in Vallery's office has been repaired;
- Changed vendor for janitorial supplies;
- Plans to repaint restrooms;
- Trying to locate a lift to replace light bulbs throughout library;
- Plans to refinish 1st floor performance area flooring;
- Ordered cover for panic button panel on 2nd floor.

Director's Report

- Staff will start receiving Performance Evaluations in October 2016;
- Parish Council voted at the September 15th meeting to call election for library tax renewal;
- City added a street light between library and First Baptist at no cost to library;
- Billy Jo Harrington will contact J&J Landscaping about extending/replacing warranty on plants at NE Branch;
- Wooden nickels to be thrown at Parades giving patrons one-time-use of \$1 off for fines, copies, or faxes.

With there being no other business, motion to adjourn the Library Board of Control meeting was made by Dr. Fuller. Mrs. Terrell seconded. Motion Carried.

Meeting was adjourned at 7:08pm