

NATCHITOCHE PARISH LIBRARY
BOARD OF CONTROL
MEETING MINUTES
July 10, 2017

Board Members Present: Mr. Thomas Roque, Mr. Tracy Brown, Mrs. Gloria Davis, Dr. Frank Fuller, Mrs. Linda Jenkins, Ex-Officio Rev. Doug de Graffenried and Librarian Jessica McGrath

Board Members Absent: Dr. James Guin, Mrs. Karen Terrell

Guests: Cahill Bush, Alan Niette, Deborah Ransome, Marcus Richard and Vallery Washington

Board President Mr. Thomas Roque called meeting to order at 6:01pm

Invocation was said by Rev. Dr. Frank Fuller

No Public Comments

Minutes

Minutes of the April 10, 2017 Library Board of Control were presented.

Motion to approve the April 10, 2017, Library Board of Control Minutes as presented was made by Dr. Fuller. Mrs. Davis seconded. Motion Carried.

OLD BUSINESS

Flood Insurance

As requested, Director McGrath presented the library board with quote from Hanover Insurance Co. for additional coverage of flood insurance for both library locations. Discussion ensued.

Motion to decline flood insurance protection at both library locations was made by Mr. Brown. Mrs. Jenkins seconded. Motion Carried.

NEW BUSINESS

Surplus

Motion to declare 866 weeded items from the collection as surplus was made by Dr. Fuller. Mr. Brown seconded. Motion Carried.

2017 Budget Revisions, Vallery Washington

Proposed 2017 budget revisions with trial balanced ending June 30, 2017, was presented, noting that total revenues was reduced by \$7,256.91 and total expenditures reduced by \$315,698.72.

Motion to approve the 2017 Budget Revisions as presented was made by Mr. Brown. Mrs. Davis seconded. Motion Carried.

2018 Budget, Vallery Washington

Proposed 2018 budget was presented, noting that figures listed reflected the 2017 Budget.

Director McGrath explained that the Parish of Natchitoches was conducting a time assessment for administrative costs for the select Parish employees who complete administrative tasks on behalf of the library (cut checks, human resources, etc.), which would ultimately affect the library's expenditure account for staff salaries.

Motion to approve the 2018 Budget as presented with a \$500/year increase 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, 2018, was made by Mr. Brown. Mrs. Jenkins seconded. Motion Carried.

Policy Manual Changes, Director Jessica McGrath

Policy Manual Changes were presented, noting that a personnel travel policy was added.

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

Conference Travel

Association for Rural and Small Libraries – Director Jessica McGrath

Motion to approve Director Jessica McGrath's travel request to ARSL in St. George, Utah, was made by Mrs. Jenkins. Mrs. Davis seconded. Motion Carried.

TLCU – Vallery Washington and Deborah Ransome

Motion to approve conference travel request to TLCU in Louisville, Kentucky, for Vallery Washington and Deborah Ransome was made by Dr. Fuller. Mrs. Davis seconded. Motion Carried.

REPORTS

Director of Library Operations, Vallery Washington

Staff Update was given, noting an opening for 1 part-time Library Clerk; 1 full-time Library Technical Assistant II (Children's Asst.) is not being filled at this time.

Acquisitions/Technical Services Administrator, Deborah Ransome

2017 January through June statistical report was presented, highlighting an increase in Borrowers Added, Internet Users, NEB Circulation, Combined eMedia Circulation, Audiobook Circulation, Video Circulation, Total Programs, and Programming Participation.

Outreach Coordinator, Alan Niette

The outreach statistics for April thru June 2017 were presented, along with meeting room usage, social media followers, newsletter subscribers, Library Express (homebound) patrons and volunteers.

IT Specialist, Marc Richard

IT report included plans to contract with Reliable IT for re-configuration of VRTX server and SAN, reset VMWare Host and setup a new offsite backup.

Facilities Maintenance Supervisor, Cahill Bush

Bookmobile is currently being serviced at R&R Power. Guilliams Electric worked on parking lot lights. Flowering bushes were purchased for the main bed at the Northeast Branch, due to J&J Landscaping not honoring their quoted 1-year warranty.

Director, Jessica McGrath

Director's report included:

Project updates

- Disc repair machine now available at the library. It should save the library money and extend the life of damaged DVDs, audiobooks, etc.
- Summer Reading Program: no official count yet, but we're 200+ over from last year.
- Reading Trail partnership with City of Natchitoches – grand opening was on May 27, 2017. New book installment in September/October.
- Traveling Tales with the Bookmobile has been successful. Lunch with the Lions at Ross Williams Park each week during June and July.
- Testing Facebook ads with databases, Summer Reading Program, Generations of Struggle to much success.

Grants

- Louisiana Endowment for the Humanities for "Generations of Struggle."
- Dollar General grant to provide "Summer Slide" bags to all Head Start children.
- STARnet grant for solar eclipse (August 21) viewing glasses.

Motion to go into Executive Session was made by Mr. Brown. Mrs. Davis seconded. Motion Carried.

Motion to go into Open Session was made by Mrs. Jenkins. Mr. Brown seconded. Motion Carried.

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

Meeting was adjourned at 7:36pm