

NATCHITOCHE PARISH LIBRARY
BOARD OF CONTROL
MEETING MINUTES
October 9, 2017

Board Members Present: Rev. Dr. Frank Fuller, Mrs. Gloria Davis, Mrs. Linda Jenkins, Mrs. Karen Terrell and Librarian Jessica McGrath

Board Members Absent: Mr. Thomas Roque, Mr. Tracy Brown, Dr. James Guin, and Ex-Officio Rev. Dr. Doug de Graffenried

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

Board Vice President Rev. Dr. Frank Fuller called meeting to order at 6:05pm

Invocation was said by Mrs. Gloria Davis

Dr. Fuller gave an update on Dr. Guin's recovery. He stated that Dr. Guin was waiting on a report from his doctor to determine if he would be able to continue serving on the library board.

Minutes

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

Motion to approve the July 10, 2017, Library Board of Control Minutes as presented was made by Mrs. Jenkins. Mrs. Terrell seconded. Motion Carried.

NEW BUSINESS

3D Printer Policy

Motion to accept the 3D Printer Policy as presented was made by Mrs. Terrell. Mrs. Jenkins seconded. Motion Carried.

2018 Meeting Dates

Director McGrath presented the proposed meeting dates as follows:

Monday, March 12, 2018

Monday, June 11, 2018

Monday, September 10, 2018

Monday, December 10, 2018

Motion to approve the 2018 meeting dates as presented was made by Mrs. Terrell. Mrs. Davis seconded. Motion Carried.

2018 Holiday Schedule

Director McGrath presented the proposed 2018 Natchitoches Parish Library holiday schedule as follows:

- New Year's Eve
- New Year's Day

- Option 1: Library closed Monday, January 1, 2018; FT staff will choose a float day during week of Jan. 1-5, 2018.
- Option 2: Library closed Monday, January 1, & Tuesday, January 2, 2018.
- Martin Luther King Jr. Day – Monday, January 15, 2018
- Good Friday – Friday, March 30, 2018
- Holy Saturday – Saturday, March 31, 2018
- Memorial Day – Monday, May 28, 2018
- Independence Day – Wednesday, July 4, 2018
- Labor Day – Monday, September 3, 2018
- Thanksgiving Day – Thursday, November 22, 2018
- Thanksgiving Friday/Saturday – Friday & Saturday, November 23-24, 2018
- Christmas Festival Friday/Saturday – Friday, November 30, 2018 & Saturday, December 1, 2018
- Christmas Eve – Monday, December 24, 2018
- Christmas Day – Tuesday, December 25, 2018
- Day after Christmas – Wednesday, December 26, 2018

Motion to approve the 2018 Holiday Schedule with Option 1 for New Year’s Eve and New Year’s Day was made by Mrs. Jenkins. Mrs. Davis seconded. Motion Carried.

Can Your Fines Promotion

Motion to approve the November 2017 promotional event, “Can Your Fines,” was made by Mrs. Terrell. Mrs. Jenkins seconded. Motion Carried.

2018 Group Life and Health Insurance Coverage for Employees and Retirees

Motion made by Mrs. Terrell: In following the 2018 Board approved budget, so long as total costs for group life and hospitalization coverage do not exceed the projected 15%, 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. Mrs. Jenkins seconded. Motion Carried.

Surplus Items

Motion to declare (4) office chairs, (2) cubicles, (2) tables and 408 items from the collection (books, audios, etc.) as surplus was made by Mrs. Jenkins. Mrs. Terrell seconded. Motion Carried.

REPORTS

Director of Library Operations, Vallery Washington

Est. Trial Balance ending September 30, 2017, was given noting that the library had received 97% of its’ projected budgeted revenues.

Staff Update was given, noting there would be an opening for 1 part-time Library Clerk in December; 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 September statistical report was presented, highlighting an increase in NEB circulation, audio circulation, eBook circulation, combined eMedia circulation, laptop circulation, Wifi to Go circulation, total programs, and programming participation.

Outreach Coordinator, Alan Niette

The outreach statistics for July through September were presented, noting an increase in meeting room usage, social media followers, newsletter subscribers, and Library Express (homebound) patrons.

IT Specialist, Marc Richard

IT report included server project update with 40% of project work completed with an estimated full completion by the end of 2017.

Facilities Maintenance Supervisor, Cahllil Bush

Maintenance report included the hiring of Xtreme Tree Service to trim trees that are touching the building at the Main Branch and Cane River Glass to replace the broken glass pane at the Northeast Branch.

Director, Jessica McGrath

Director's report included:

- **Project updates**
Second installation of the Reading Trail at Pierson & Mallett Park,
Facebook ads increased usage of HomeworkLA.
- **Professional Development**
Participation by staff in one of the State Library's Continuing Ed online training,
Update of Association for Rural and Small Libraries Conference,
Louisiana Library Association will be in Alexandria; McGrath proposed session, "How to Survive A Millage Renewal,"
Staff attended Excellence in Local Governance workshop in Alexandria provided by Legislative Auditor,
Staff attended LaSSAL workshop in Bossier.

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

Meeting was adjourned at 7:00pm