

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

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

Board Members Absent: Dr. James Guin

Guests: Robert Black, 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 Rev. Dr. Frank Fuller

The Library Board recognized former Library Director Robert Black. Mr. Black thanked the Library Board for their support and confidence during his tenure as Director. The Library Board thanked Mr. Black for efforts to help pass the tax renewal and wished him well.

Minutes

Minutes of the January 9, 2017, Library Board of Control were presented.

Motion to approve the January 9, 2017, Library Board of Control Minutes as presented was made by Dr. Fuller. Mr. Brown seconded. Motion Carried.

OLD BUSINESS

Action for SagePoint Financial Investment Account

Director McGrath presented the library board with options for transferring investment fund from SagePoint Financial.

Motion to transfer library investment fund to Cross Financial was made by Mrs. Terrell. Dr. Fuller seconded. Motion Carried.

NEW BUSINESS

Surplus

Motion to declare damaged Sentry Safe and 4,161 weeded items from the collection as surplus was made by Dr. Fuller. Mrs. Jenkins seconded. Motion Carried.

Renewal of Property and Liability Insurance

Director McGrath presented the library board with an invoice from the Hanover Insurance Group for liability insurance totaling \$13,027.47. McGrath stated that the insurance did not include flood or terrorism coverage. McGrath requested the library board decide as to whether flood insurance should be included in coverage.

Motion to accept/approve the bill for \$13,027.47 from Hanover Insurance for Property Liability Insurance and to request a quote for the addition of flood insurance was made by Dr. Fuller.

Mr. Brown seconded. Motion Carried.

Evaluate and Determine Necessity of Future Vacant Positions

Director McGrath requested that the library board give her and Director of Library Operations, Vallery Washington, approval to evaluate and determine the necessity of future vacant positions. Discussion ensued.

Motion to give Library Director McGrath authority to determine necessity of future vacant positions being Full-time or Part-time was made by Dr. Fuller. Mrs. Davis seconded. Motion Carried.

REPORTS

Director of Library Operations, Vallery Washington

Estimated trial balance ending March 31, 2017, was presented, noting that parish records indicated that the books for 2016 had been closed and that the library's projected reserve for 2016 was \$1,216,172. The Board was informed of personnel changes since the last meeting.

Acquisitions/Technical Services Administrator, Deborah Ransome

2016 Annual Library Report with Yearly Comparison worksheet and graphs for 2002 – 2016 was presented, highlighting an increase in Internet users, total circulation, eMedia circulation, audiobook circulation, video circulation and programming participation.

Outreach Coordinator, Alan Niette

The outreach statistics for January thru March 2017 were presented, along with meeting room usage, social media followers, newsletter subscribers, and Library Express patrons.

IT Specialist, Marc Richard

IT report included plans to update 3 virtual servers to current software version and attendance at Tech Fest 2017 at State Library of LA on April 21, 2017.

Facilities Maintenance Supervisor, Cahill Bush

Bookmobile and Schoolmobile have both had maintenance issues; scaring away crows and plans to replace flowers at NE Branch.

Director, Jessica McGrath

Board was updated on the passing of millage renewal, upcoming Staff Day set for Thursday, April 13th, and Reading Trail partnership with City of Natchitoches – grand opening scheduled May 27, 2017, from 10am – noon.

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

Meeting was adjourned at 7:12pm