

NATCHITOCHE PARISH LIBRARY
BOARD OF CONTROL
MEETING MINUTES
April 14, 2016

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

Board Members Absent: Dr. James Guin

Guests: Marcus Richard, Amy Walmsley and Vallery Washington

Board President Dr. Burns called meeting to order at 6:04pm

Invocation was said by Dr. Frank Fuller

No Public Comments

Minutes

Minutes of the January 25, 2016 Library Board of Control was presented.

Motion to approve the January 25, 2016 Library Board of Control Minutes as presented was made by Mr. Roque. Dr. Fuller seconded. Motion Carried.

NEW BUSINESS

Dr. Frank Fuller was recognized as newest member of the library board, replacing retiring library board member Mr. Burton Weaver, Jr.

Procedure for Addressing Library Board

The form *Procedure for Addressing Library Board at Public Meetings* was presented. Please see handout.

Motion to approve the form *Procedure for Addressing Library Board at Public Meetings* was made by Mrs. Jenkins. Mr. Roque seconded. Motion Carried.

Board was presented with State Library Requirements for Louisiana Library Trustees. Please see handout. No Action Taken.

Millage Renewal Documents

Millage Renewal Documents were presented to the library board. Please see handout.

Director McGrath informed the library board of the timeline importance as it pertains to the millage renewal.

The following resolution was proposed:

BE IT RESOLVED that the Library Board of Control calls upon the Natchitoches Parish Council to order and call a special election to be held in the Parish of Natchitoches, State of Louisiana (the "Parish"), to authorize the renewal of a special ad valorem tax of eight (8) mills on all property subject to taxation within the Parish (an estimated \$1,299,000 reasonable expected at this time to be collected from the levy of the tax for an entire year), for a period of ten (10) years, beginning with the year 2018 and ending with the year 2027, for the purpose of acquiring, constructing, improving, renovating, maintaining and/or operating public libraries in the Parish, including automation and other equipment, library materials and furnishing; making application to the State Bond Commission in connection therewith; and providing for other matters in connection therewith.

Motion to approve the above resolution with the knowledge that the amount estimated to be collected by the tax renewal for a year could be changed was made by Mr. Roque. Mrs. Terrell seconded. Motion Carried.

Dell Server

Quote from Dell for the purchase of a new server on state contract was presented. Please see handout.

Motion to approve the purchase of a server in the amount of \$24,907.67 from Dell was made by Mr. Roque. Mrs. Terrell seconded. Motion Carried.

Board Meeting Dates

Motion to amend the Library Board of Control meeting dates for the remainder of 2016 to the 2nd Monday of July and October of 2016 was made by Mr. Roque. Mrs. Davis seconded. Motion Carried.

Patron Requested Memorial Cross at Northeast Branch

Library Board was informed by Director Jessica McGrath that Parish President Rick Nowlin sent her an email stating that the Parish could not approve the placement of a memorial cross in front of the Northeast Branch located in Campti, LA. Board agreed with President Nowlin that it was not appropriate (nor legal) to place a memorial on Parish property.

REPORTS

Estimated Trial Balance Ending March 31, 2016 was given by Vallery Washington.

Please see handout.

- Parish records indicate that 2015 fiscal year books are not closed
- Parish employees reported that there were some issues with accounting software

Motion to accept the report for the Estimated Trial Balance ending March 31, 2016 was made by Mrs. Terrell. Mrs. Jenkins seconded. Motion Carried.

Statistical Reports were given to library board members for review.

Please see handout.

- Purchased Launchpads (Playaway Product) with pre-loaded educational games to be checked out by patrons

- Northeast Branch patron count averages between 40-50 daily

Outreach Report was given by Amy Walmsley.

Please see handout.

- Schoolmobile will begin a traveling storytime “Traveling Tales” in the summer
- Adult Literacy Program in the works with Martha Uchino and Michelle Pichon collaborating
- Adult Summer Reading Program to begin this summer

Information Technology Report was given by Marc Richard.

Highlights of IT report are as follows:

- Installed new Vizio smart TV at the NE Branch. TV was donated by the Friends Group.
- Purchasing a new Dell Laptop for the NE Branch. Laptop will be used with new TV.
- In the process of purchasing new Chromebooks to replace the broken BTOP patron checkout laptops. Chromebooks are less expensive than laptops.
- Purchasing antennas for the bookmobiles. Antennas will help with WiFi reception.
- Library will offer wireless printing for patrons

Facilities Maintenance Manager

Mr. Ralph Dowden has resigned effective April 22, 2016. The library is advertising for the soon to be vacated position.

DIRECTOR’S REPORT

Termite Control

- J&J will perform termite treatment to the Northeast Branch in Campti as part of their initial contract with Martin Metal Inc.
- Library Board will go through the process of requesting proposals for termite control due to the recent spotting of termites around the main library building.

Staff Resignations

- Ralph Dowden has resigned and will leave April 22, 2016
- Amy Walmsley plans on leaving at the end of the summer
- Amber Waldrup plans on moving to Korea at the end of the summer

Strategic Plan

Jessica McGrath presented the library board with a draft of the Strategic Plan. Please see handout.

Survey

Jessica McGrath presented the library board with a patron survey that will be used in conjunction with the Strategic Plan. Please see handout.

National Library Week

Tell us why your library is important form will be used during the tax election campaign.

NPL Policy Manual Changes

Suggested Policy Manual changes will be presented at the next library board meeting.

With there being no other business.

Motion to adjourn the Library Board of Control meeting was made by Mrs. Davis. Mrs. Jenkins seconded. The meeting was adjourned at 7:24pm.