

NATCHITOCHE PARISH LIBRARY
BOARD OF CONTROL
MEETING MINUTES
January 9, 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: Joe Cunningham Jr., Cahill Bush, Alan Niette, Deborah Ransome, Marcus Richard and Vallery Washington

Acting Board President Mr. Thomas Roque called meeting to order at 6:02pm

Invocation was said by Rev. Dr. Frank Fuller

Welcomed Ex-Officio member, Doug de Graffenried

Acting President Roque advised the next order of business is to amend the agenda to place one item on the Agenda:

- Board to consider transferring library investment fund from SagePoint Financial to Ameriprise Financial.

Motion to approve the amended agenda made by Mrs. Terrell. Dr. Fuller seconded. Motion carried.

No Public Comments

Joe Cunningham Jr. presented the library board with options for transferring investment fund from SagePoint Financial.

Motion to table the decision of transferring library investment fund until further information was obtained by Library Director Jessica McGrath was made by Mr. Brown. Mrs. Terrell seconded. Motion Carried.

Minutes

Minutes of the October 10, 2016 Library Board of Control were presented.

Motion to approve the October 10, 2016 Library Board of Control Minutes as presented was made by Dr. Fuller. Mrs. Davis seconded. Motion Carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

President

The floor was opened for nominations of 2017 President. Motion to elect Mr. Thomas Roque as 2017 President of the Library Board was made by Dr. Fuller. Mrs. Jenkins seconded. Motion Carried.

Vice President

The floor was opened for nominations of 2017 Vice President. Motion to elect Dr. Frank Fuller as 2017 Vice-President of the Library Board was made by Mrs. Jenkins. Mr. Brown seconded. Motion Carried.

Staff Development Day

Board to consider approving library closure for 2017 staff development day. Motion to approve closure of the library on April 13, 2017 for Staff Development Day was made by Dr. Fuller. Mr. Brown seconded. Motion Carried.

Insurance Premiums for Employees and Retired Employees

Motion to approve the Natchitoches Parish Library paying total cost of group life and hospitalization insurance for current employees and retired employees of the Natchitoches Parish Library (Parish Government) with single coverage and for those employees and retired employees with family coverage the library will pay in addition to full cost of single coverage, one-half of the difference between single group life and hospitalization and family group life and hospitalization was made by Mrs. Jenkins. Dr. Fuller seconded. Motion Carried.

Surplus

Motion to declare 1369 weeded items from the collection as surplus was made by Mrs. Jenkins. Mr. Brown seconded. Motion Carried.

REPORTS

Director of Library Operations, Vallery Washington

Estimated trial balance ending December 31, 2016, was presented, noting that parish records indicated that the library's projected ad valorem revenue for December 2016 had not been received and/or recorded at the time of the meeting. The Board was informed of personnel changes since the last meeting.

Acquisitions/Technical Services Administrator, Deborah Ransome

2016 complete statistical report covering all areas of the library was presented, highlighting an increase in Internet users, total circulation, and programming participation.

Outreach Coordinator, Alan Niette

The outreach and social media statistics for October thru December 2016 were presented, along with meeting room usage, newsletter subscribers, and Library Express patrons.

IT Specialist, Marc Richard

IT report included installation of a surveillance monitor in the Director's office and network attached storage, along with plans to rebuild the library's virtual lab host servers.

Facilities Maintenance Supervisor, Cahill Bush

Bookmobile and Schoolmobile have both had maintenance issues; handicap accessible door was installed at the Main Branch; paint projects will begin soon at the Main Branch; and the Northeast Branch's flowers will be replaced by the library if J&J will not honor their 1-year warranty.

Director, Jessica McGrath

Board was updated on the millage renewal, set to be on the ballot March 25, 2017. Ads will be taken on in the Natchitoches Times, on all four radio stations, and on FB, educating voters on facts. The Director will be speaking to local civic groups, updating them on library programs and services, and educating them on the millage renewal. Project updates included the library's new website, partnership with the City of Natchitoches on a *Reading Trail* at the Pierson Mallet park, Beanstack purchase for online participation in the Summer Reading Program, Halloween costume success, the library's nomination for "Business of the Year," through the Chamber of Commerce, and the library's 80th birthday in 2018.

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 7:12pm