

NATCHITOCHE PARISH LIBRARY  
BOARD OF CONTROL  
MEETING MINUTES  
January 13, 2015

**Board Members Present:** Mr. Burton Weaver, Jr., Dr. Thomas Burns, Dr. James Guin, Mrs. Linda Jenkins, Mr. Thomas Roque, Mrs. Karen Terrell, Mrs. Gloria Waldrup-Davis, and Librarian Bob Black.

**Board Members Absent:** None

**Guests:** Campti Mayor Roland Smith, George Minturn, Larry Beauboeuf, Marcus Richard, Deborah Ransome, Amy Walmsley, and Vallery Washington

Meeting was called to order at 6:03pm.

Invocation was said by Mr. Thomas Roque

### **Minutes**

**Motion to approve the October 14, 2014 Library Board of Control Minutes as presented was made by Dr. Burns. Mr. Roque second. Motion Carried.**

### **Guests:**

Campti Mayor Roland Smith offered his assistance with the transition of the NPL Northeast Branch. Mayor Smith stated that he and his office were willing to help in anyway. Mr. Roque requested that Mayor Smith and his office be a part of the grand opening. Mayor Smith agreed.

George Minturn presented the library board with a complete set of plans for the Northeast Branch. Highlights of Mr. Minturn's report are as follows:

- Advertised for Bids
- Bid date opening held at Natchitoches Parish Library on Feb 10<sup>th</sup> at 2pm
- Mandatory pre-bid conference held at the site (Campti) on Jan 27<sup>th</sup> at 2pm
- No contractors have contacted Minturn but standard list of good contractors in Shreveport & Alexandria
- Added 4 parking spaces in back
- Mr. Minturn does not anticipate any change orders/ does not like change orders

**Dr. Guin motioned to give the Library Director and Library Board Chairman authorization to approve change orders up to \$10,000. Mrs. Terrell second. Motion Carried.**

## Financial Report

Vallery Washington presented the estimated Trial Balance ending December 31, 2014. Please see handout. Highlights of Washington's report are as follows:

### Revenues

- Ad Valorem rec'd \$2,205,915.83
- State Shared Rev rec'd Dec disbursement of \$13,052
- Interest Earnings rec'd \$118.19 for month of Dec
- Misc Rev rec'd \$14,378.82 from AT&T for E-rate reimbursement.
- Total Revenue rec'd \$3,218,689.99

### Expenditures

- Staff Salaries FT employees had 13 payroll dates in 2014
- Retirement/Medicare 13 transfers in 2014
- Dec 31, 2014 Est Cash in Bank \$1,209,876.01
- Ended 2014 fiscal year with 20,000 less than projected
- 2014 Fiscal books not closed

### Staff Update Highlights:

- 2 employees retired effective Dec 31, 2014  
Evelyn Hamilton with 33 years of service  
Carolyn Tucker with 46 years of service
- Hired/Promoted/Job Changed  
Catherine Beverly hired Sept 1, 2014 as FT LTA I / training to become Reference Asst.  
Cara Stanfield former PT Library Clerk/effective Jan 1, 2015 FT LTA I  
Tamara Anthony empl status changed effective Jan 1, 2015 Bookmobile Driver  
Joy Creasong hired Jan 1, 2015 as FT LTA I  
Trista Vercher hired Dec 15, 2014 as PT Library Clerk  
Tyrielle Doucette hired Dec 15, 2014 as PT Library Clerk

## Robeline

Mr. Black reported that he'd received a phone call from Robeline Police Chief Wayne O'con about opening a volunteer branch in the parish owned building formerly known as the Robeline Deposit Station. Black stated that O'con said that he had volunteers and that it would not cost the library any money.

### Decision of the Board:

**Library Board is currently involved in Northeast Branch Library located in Campti, LA and cannot commit to any assistance in opening a branch or volunteer branch in Robeline at this time. The proposed building is not up to code to be used as a public building. ADA requirements, liability insurance and fire marshal inspection must be done before the proposed building could be used as a public building. Library funds were not used to erect the proposed building. Therefore, Library Board will not and cannot approve the use of the Parish owned building as a volunteer branch.**

## **Statistical Report**

Deborah Ransome presented the Statistical Reports for January thru Dec 2014. Please see handouts.

Highlights are as follows:

YTD change from previous year

- Visitors decreased .3%
- Borrowers added decreased 10%
- Internet users decreased 14%
- Total Circulation increased 5%
- Main Branch Circulation increased 6%
- Total Bookmobiles Circulation increased .6%
- Community Bookmobile Circulation increased .4%
- Schoolmobile Circulation increased .9%
- Video Circulation increased 34%
- Audio Circulation decreased 1%
- eBook Circulation increased 42%
- Adult Print Circulation decreased 8%
- YA Print Circulation increased 2%
- Juv Print Circulation increased 3%
- Laptop Circulation decreased 12%

## **Outreach Report**

Amy Walmsley stated that the library held a successful Christmas Program with approximately 150 people in attendance. Ms. Walmsley also gave a presentation of the library's databases.

## **Maintenance Report**

Larry Beauboeuf presented the Special Projects Reports. Highlights are as follows:

- Received proposal of \$2,778 to replace 12 rollers in elevator.
- Paid Simplex Grinnell \$3,812.50 to replace sprinkler system gauges and add sprinkler hanger to skylight. Cost included scaffolding.
- Paid Kelly's Landscaping \$4,540 for fall cleanup of Library grounds.
- Ongoing project with Bynog's Tree Service to remove trees
- Presented Library Board with 2014 Library Utilities Expense Chart

## **Technology Report**

Marc Richard stated that he had already re-applied for E-rate. Richard also stated that the library had 31 new virtual lab computers running off of 2 server towers. Richard stated he's ready and waiting on Northeast Branch in Campti, LA.

## **Librarian Report**

Librarian Bob Black requested that the Natchitoches Parish Library Board convene into Executive Session at 7:19pm

**Executive Session:**

**Motion made by Chairman, Burton Weaver to enter Executive Session. Tommy Roque Second.**

**Director Bob Black submitted his resignation to be effective May 30<sup>th</sup>, 2015. At that time he will retire. He handed out the organization chart and job description of Vallery Washington so that everyone could understand that she was now the Assistant Director. In the event that there was an interim period of time between hiring a new Director, she would be in charge of the library and report to the Board.**

**Dr. Tom Burns then gave a report on what had been done in regards to the Search Committee for new Library Director. He stated that the job description had been sent to the Natchitoches Times and several on line job sites recommended by the Louisiana State Library. At this time we have received only one resume. Mrs. Jenkins, a search committee member, stated that she had put the word out in South Louisiana in hopes of finding some qualified applicants there. Dr. Burns further stated that he thought it wise to search in-state first to see how many applicants apply before going out of state.**

**Mr. Weaver confirmed with Mr. Black that he would keep the same health coverage given to previous employees.**

**At this time there was a vote to close the Executive Session. Motion by Guin and second by Burns. Then there was a motion to adjourn. Motion by Dr. Guin and second by Mrs. Terrell.**