

NATCHITOCHE PARISH LIBRARY
BOARD OF CONTROL
MEETING MINUTES
July 14, 2015

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

Board Members Absent: Mr. Thomas Roque

Guests: Dr. Leon Davis, Ernest Davis, George Minturn, Ralph Dowden, Marcus Richard, Deborah Ransome, Amy Walmsley, and Vallery Washington

Meeting was called to order at 6:00pm.

Invocation was said by Dr. James Guin

Minutes

Motion to approve the January 13, 2015 Library Board of Control Minutes as presented was made by Dr. Burns. Mrs. Terrell second. Motion Carried.

Guests:

Dr. Leon Davis was recognized. Dr. Davis proposed that the library board establish an African American Research Library. Davis suggested the rental (\$750 month) of a suite at the Ben Johnson Auditorium. This small library would target the African American Culture.

Mr. Ernest Davis spoke in favor of the African American Research Library. Stating concern for the children in the Bailey Heights community. Davis suggested that the library board form a committee to explore the possibility, giving the committee 3-6 months to propose options to the library board.

Library Board members sited the following concerns:

ADA requirements

Federal requirements

Budget restraints (North East Branch in Campti)

African American section was proposed by retiring Librarian Bob Black

North East Branch

Mr. George Minturn gave an update on the North East Branch in Campti, LA. Highlights of his report are as follows:

1/3 pavement completed

Framing Roof

Contractor has not asked for rain days/ 30 days for rain days

Estimated completion – 2nd week September 2015

Landscaping Budget w/o contacting Landscape Architect - \$15,000 - \$20,000

Neighboring Church was built out of code/ Campti did not have anyone handling flood plain code at the time of Church's construction

Changed grading of parking lot

Changed drainage to accommodate the church/ Mayor of Campti gave library permission to use his property to accommodate drainage

Change Orders:

Time Difference

Granite Top \$10,400

Electrical Service changed from Swepeco to Cleco – Credit of \$5,400

Anticipate Change Order to be \$4,500 - \$5,000

No Restrictions for Occupancy Code/ Must meet exiting requirements

Hours of Operation and Staffing

Director Jessica McGrath presented the library board with proposed hours of operations and proposed work schedule for FT Branch Manager and 2 part-time employees. Please see handout.

McGrath stated that proposed hours of operation would average out to 20 hours a week. Several librarians had advised McGrath to not start out with a lot of hours because it would be difficult to take them back (can always increase hours). FT Branch Manager would work 40 hour week in Campti and Natchitoches as necessary. Employees at North East Branch would be responsible for cleaning the building. McGrath had concerns with finding a FT Branch Manager that would work every Saturday. Dr. Guin expressed concern with the expense of construction and only opening the branch for an average of 20 hours a week. Ms. Davis expressed concern with the branch being closed on Mondays. Ms. Davis would like there to be more hours for students. Dr. Guin stated that library should consider the area schools scheduled basketball games on Tuesday, with tournaments on Thursday, Friday and football games Thursday and Friday. Mr. Weaver stated that the library board has to start somewhere and that the proposal was a work in progress.

Financial Report

2015 Budget Revisions

Vallery Washington presented the proposed 2015 Budget Revisions. Please see handout.

Dr. Guin motioned to approve the proposed 2015 Budget Revisions as presented. Mrs. Terrell second. Motion Carried.

2016 Budget

Vallery Washington presented the proposed 2016 Budget. Please see handout.

Jessica McGrath stated that the proposed 2016 Budget included a proposed 3% COLA for staff members that had been employed by the library for at least 1 year (excludes Jessica McGrath and Ralph Dowden).

Dr. Burns motioned to approve the proposed 2016 Budget as presented with the omission of 3% COLA (to be discussed later). Mrs. Terrell second. Motion Carried.

Staff Update

Vallery Washington introduced Mr. Ralph Dowden as the newly hired Facilities Maintenance Manager. Washington also informed the board that 2 employees, PT Temp Library Clerk and FT Reference Assistant had resigned effective July 31, 2015. The library was in the process of replacing those employees.

Statistical Report

Deborah Ransome presented the Statistical Reports for January thru June 2015. Please see handouts. Highlights are as follows:

YTD change from previous year

- Visitors increased .1%
- Borrowers added decreased 4%
- Internet users decreased 10%
- Total Circulation increased .3%
- Main Branch Circulation increased 1%
- Total Bookmobiles Circulation increased 9%
- Community Bookmobile Circulation decreased 12.5%
- Schoolmobile Circulation increased 2.5%
- Video Circulation increased 22%
- Audio Circulation decreased 9%
- eBook Circulation increased 9%
- Adult Print Circulation decreased 11%
- YA Print Circulation decreased 15%
- Juv Print Circulation decreased 1%
- Laptop Circulation decreased 41% (needs to be replaced stolen/broken)

Outreach Report

Amy Walmsley presented the Outreach Update. Program Highlights are as follows:

Art w/Annabel	April 21	25 kids
National Library Week	April 13 -17	125 kids
Litter Prevention Week	March 26	125 kids
Clarence Health Fair	May 2	55 kids
Children's Book Week	May 4 – 8	125 kids
Summer Splash	May 7	125 kids
Computer Classes	May (4 classes)	25 kids
Teen Summer Reading Program	June (4 programs)	64 kids
Family Day at the Park	June 27	200 kids

Maintenance Report

Ralph Dowden presented the Maintenance Report. Highlights are as follows:

- 2nd full week of work
- Hands on Maintenance Person
- 40yrs experience in roofing
- 8yrs experience in Industrial Maintenance at Trus Joist
- Will maintain lawns, etc.

Technology Report

Marc Richard presented the Technology Report. Highlights are as follows:

- Online card catalog
- New telephones with VOIP
- Updated servers
- Migrated old email to Office 365
- Process of installing web cameras to bookmobiles

Librarian Report

Jessica McGrath presented. Please see handouts. Highlights are as follows:

Changes to Organizational Chart was presented. Rosalind has been promoted to Main Library Manager. Compensatory Time policy was presented. McGrath did extensive research by calling the State Library and local libraries.

- McGrath will be attending 2 Professional Development Conferences
 - Arkansas Library Leadership in November
 - Association for Rural & Small Libraries Little Rock, AR in October
- Signs for Bookmobile Stops with Schedules
- Proposed Replacement of Board Room Table due to programming
- Super Hero Staff Day (Friends Group purchasing lunch for Staff)
- State Certification in March 2016
- Working on Strategic Plan

Executive Session:

Motion made by Dr. Burns to approve a 3% COLA for staff members that had been employed by the library for at least 1 year (excludes Jessica McGrath and Ralph Dowden). Mrs. Waldrup-Davis second. Motion carried.

With there being no other business, the meeting was adjourned by Library Board President, Mr. Burton Weaver, Jr., at 7:30pm.