

NATCHITOCHE PARISH LIBRARY
BOARD OF CONTROL
MEETING MINUTES
October 14, 2014

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: George Minturn, Larry Beauboeuf, Deborah Ransome, Carolyn Tucker, Amy Walmsley, and Vallery Washington

Meeting was called to order at 6:00pm.

Invocation was said by Mr. Burton Weaver

Minutes

Motion to approve the July 14, 2014 Library Board of Control Minutes as presented was made by Dr. Burns. Mrs. Jenkins second. Motion Carried.

Campti Branch

Mr. Minturn presented the library board with proposed Campti Branch floor plan. The floor plan shown had a reduced staff break area and an increased children's area. There would be 2 mechanical closets with 2 a/c units to handle the load in the building. Minturn reported that the topographic survey showed that the property was flat. Lot is 200ft wide. Driveway is 25ft long with 13 parking spaces. The branch building would be 2077sqft with construction cost ranging \$165 - \$175sqft. The property is not in a flood zone. Concrete cost \$6 - \$7sqft to add additional parking. Minturn will have completed floor plans by the end of October to advertise. He must advertise the project for bid in 3 consecutive weekly editions over 25 days. Mandatory pre-bid will be used to disqualify bidders that are too low and do not know the scope of the project. Estimated time for construction completion is 8 – 9 months.

Library Board wanted sufficient lighting in the parking lot and security. Employees requested additional parking spaces dedicated for staff and bookmobile parking. Employees requested book drop be moved to better accommodate the staff and public.

Motion to move forward with floor plans with modifications (additional parking and moving book drop) made by staff was made by Mrs. Terrell. Mr. Roque second. Motion Carried.

Financial Report

Vallery Washington presented the 2014 Proposed Budget Revisions and 2015 Proposed Budget Balanced & Unbalanced. Please see handouts.

2014 Budget Revisions

Motion to approve the 2014 Proposed Budget Revisions as presented was made by Dr. Guin. Mr. Roque second. Motion Carried.

2015 Budget

Motion to approve the 2015 Proposed Balanced & 2015 Proposed Unbalanced Budget as presented was made by Dr. Guin. Dr. Burns second. Motion Carried.

2015 Health Life & Dental Coverage for Natchitoches Parish Library Employees and Retirees

Motion was made by Dr. Guin to approve the following:

The library will pay total cost of group health, life & dental coverage for current employees and retired employees of the Natchitoches Parish Library (Parish Government) with single coverage and for those employees and retired employees of the Natchitoches Parish Library (Parish Government) with family coverage the library will pay in addition to full cost of single coverage, one-half of the difference between single group health, life and dental and family group health, life and dental. The Natchitoches Parish Library Pays 100% of the Standard Single Coverage and 1/2 of the difference in the Library Fund.

Dr. Burns second. Motion Carried.

Statistical Report

Deborah Ransome presented the Statistical Reports for January thru September . Please see handout.

Outreach Report

Amy Walmsley presented the Outreach Update. Please see handout.

Librarian Report

Librarian Bob Black requested that the Natchitoches Parish Library Board convene into Executive Session at 7:20pm.

Executive Session:

Motion by Roque to move the meeting into Executive Session. Second by Jenkins.

Discussion on three options for hiring a new director.

1. Hire a professional consultant
2. Hire Jessica McGrath
3. Advertise according to State Library Guidelines

It was unanimous that the Board should advertise. Burton Weaver, Chairman, appointed Dr. Tom Burns to be the Chair of the Search Committee. Members of the committee also appointed by the Chair were Roque and Jenkins.

Black recommends that Vallery Washington be promoted to Assistant Director. Dr. Guin has issues with this. Roque suggests the title be changed to Director of Library Operations. There was unanimous agreement to this. Roque also suggested a 6% raise.

Dr. Guin moves to leave Executive Session. Roque second.

Board Votes on following motions:

1. **3% COSLA raise for all employees excluding Mrs. Vallery Washington. Burns makes motion with Guin Second. Motion approved.**
2. **Roque makes motion that Vallery Washington be promoted to the title of Director of Library Operations with a 6% raise. Jenkins second. Motion approved.**
3. **Motion by Guin that Dr. Tom Burns be Chairman of Director Search Committee. Roque second. Motion approved.**
4. **Motion by Roque and second by Jenkins to advertise the Director Position on-line as recommended by State Library of Louisiana. Motion approved.**