

NATCHITOCHE PARISH LIBRARY
BOARD OF CONTROL
MEETING MINUTES
December 10, 2018

Board Members Present: Mr. Thomas Roque, Rev. Dr. Frank Fuller, Mr. Tracy Brown, Mrs. Karen Terrell, Mrs. Linda Jenkins, Mrs. Gloria Davis, Mrs. Juliette Moffett, and Librarian Jessica McGrath

Board Members Absent: Ex-Officio Rev. Doug de Graffenried

Guests: Alan Niette, Stanford Medlock, Deborah Ransome, Amber Waldrup, and Vallery Washington

Board Vice-President Rev. Dr. Frank Fuller called meeting to order at 6:00pm; Control was relinquished to Mr. Roque at 6:05pm.

Invocation was said by Mrs. Karen Terrell

Public Comments

Patron Cathy Anderson disputed charges regarding damages to library property (Chromebook). The Board upheld the initial decision made by the Branch Manager to charge her for the replacement of the device due to damages.

Minutes

Minutes of the September 10, 2018, Library Board of Control meeting were presented.

Motion to approve the September 10, 2018, Library Board of Control Minutes as presented was made by Rev. Dr. Fuller. Mr. Brown seconded. Motion carried.

OLD BUSINESS

None

NEW BUSINESS

New Board Member

The Board welcomed newly appointed member, Mrs. Juliette Moffett.

2019 President/Vice President

Mrs. Terrell made a motion to keep officers as: Mr. Thomas Roque, President, Rev. Dr. Frank Fuller for Vice President. Mr. Brown seconded. There were no other nominations. Motion carried

2019 Staff Development Day

Motion to close the Natchitoches Parish Library on Friday, March 1, 2019, for Staff Development Day was made by Mrs. Jenkins. Mr. Brown seconded. Motion carried.

Furniture Purchase, Main Branch

Director requested that furniture in the public areas of the Main Branch be replaced due to an extreme amount of wear and tear. The majority of the furniture being replaced was purchased in 2001 when the library was first opened in the 2nd St. location.

Board was presented with informational packet and quotes for purchase of furniture through Library Interiors, Inc.

Motion made by Rev. Dr. Fuller as follows:

The Natchitoches Parish Library will piggyback, using the Local Services Law (R.S. 33:1324), off of the contract between The Parish of Jefferson (Jefferson Parish Library) and Library Interiors, Inc. – contract #55-17247 (Library Furniture and Shelving).

As prescribed under the Local Services Law:

- i. Contract #55-17247 was bid in compliance with state law.
- ii. Contract #55-17247 is still active.
- iii. Written consent from the Parish of Jefferson (Jefferson Parish Library) has been obtained, confirming the contract number (#55-17247).
- iv. Confirmation of vendor and the product, services, materials, supplies or equipment are the same and the price is the same or lower.

Total purchase amount not to exceed \$100,000.

Motion seconded by Mrs. Jenkins. Motion carried.

Temporary Position

Acquisitions/Technical Services Administrator will be retiring March 1, 2019. Motion to approve the creation of a temporary (2-month) position for Acquisitions/Technical Services Administrator training was made by Mrs. Jenkins. Mrs. Davis seconded. Motion carried.

Surplus Items

Motion to declare (21) tables, (65) chairs, (4) shelves, (3) computer carrels, (1) floor globe, (1) ottoman, (1) reading tower, and 730 items from the collection (books, audios, etc.) as surplus was made by Mr. Brown. Mrs. Terrell seconded. Motion carried.

REPORTS

Director of Library Operations Report, given by Vallery Washington

Trial Balance ending November 30, 2018, was presented, noting that 95% of projected ad valorem budgeted for 2018 had been received; expenditures at 81% of projected. Motion to receive report was made by Rev. Dr. Fuller. Mr. Brown seconded. Motion carried.

Acquisitions/Technical Services Administrator's Report, given by Deborah Ransome

Yearly comparison worksheet and August-November monthly reports were presented noting increases in several areas. Motion to receive report was made by Rev. Dr. Fuller. Mrs. Moffett seconded. Motion carried.

Outreach Coordinator's Report, given by Alan Niette

Outreach statistics from September-November 2018 were presented, noting the library has participated in 21 events reaching 1,783 people. Recent highlights include Spirit painting at NCHS, Lakeview, and SMS football games for Library Card Sign-Up Month, Morning Blessings Radio Show, Magnolia Minute (web video), Movies in the Park, and Good Day CENLA (tv). Meeting room, social media, e-newsletter, and volunteer statistics were also presented. Motion to receive report was made by Mrs. Jenkins. Rev. Dr. Fuller seconded. Motion carried.

IT Specialist's Report, given by Marc Richard

IT report included the addition of staff wifi at the Northeast Branch, purchase of a print release computer in the Children's Dept., purchase of a computer for Acquisitions/Tech Processing Admin., purchase of a

new fax machine for 2nd Floor Circulation, and continuing to prepare for cash drawers at both branches. Motion to receive report was made by Rev. Dr. Fuller. Mr. Brown seconded. Motion carried.

Facilities Maintenance Supervisor's Report, given by Stanford Medlock

Maintenance report included (Main Branch) cutting trees and cleaning up around chiller; putting rock down, replacing 185 light bulbs, completion of storage room roof repair, water leaks on 1st and 3rd, leaky toilet in public restroom, leak on Schoolmobile, and a drain system outside 2nd floor emergency exit. (NEB) Planted new shrubs; cleaned out flower beds; added mulch, relocated trees near A/C unit, cleaned up around A/C units; put down rock. Motion to receive report was made by Mrs. Moffett. Rev. Dr. Fuller seconded. Motion carried.

Director's Report, given by Jessica McGrath

Director's report included a professional development listing, the library's participation in the Central Louisiana Library Group and the West Natchitoches Economic Development Group, an update on RFID, land research for Western Branch: possibility of stakeholder/community meetings in the Hagedwood area, and architect proposals for NEB meeting room, plans for the 80th Anniversary Celebration in 2019: Born to Read, Ukulele, Bike Repair Stations, new informational brochures, and request for Board members to complete a performance evaluation on the Library Director. Motion to receive report was made by Rev. Dr. Fuller. Mr. Terrell seconded. Motion carried.

With there being no other business, motion to adjourn the Library Board of Control meeting was made by Rev. Dr. Fuller. Mrs. Moffett seconded. Motion carried.

Meeting was adjourned at 7:05pm