

NATCHITOCHE PARISH LIBRARY  
BOARD OF CONTROL  
MEETING MINUTES  
December 9, 2019

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

**Board Members Absent:** Mrs. Linda Jenkins

**Guests:** Alan Niette, Vallery Washington, and George Minturn

Board President Mr. Roque called meeting to order at 6:00pm.

Invocation was said by Rev. Dr. Frank Fuller.

**Public Comments**

None

**Northeast Branch Meeting Room Update**

George Minturn, architect for the Northeast Branch Meeting Room Project presented the advertisement for bids, explaining it would run in The Natchitoches Times on 12/26/19, 01/02/20, and 01/09/20. There will be a pre-bid meeting at the Northeast Branch in Campti on 01/14/20 at 2:00PM; bid opening will take place at the Main Branch in Natchitoches on 01/23/20 at 2:00PM.

**Minutes**

Minutes of the September 16, 2019, Library Board of Control meeting were presented.

Motion to approve the September 16, 2019, Library Board of Control Minutes as presented was made by Mrs. Moffett. Mr. Brown seconded. Motion carried.

**OLD BUSINESS**

Board requested that the Library Director reach out to landowners in the Hagewood area for possible purchase of land for the Western Branch of the Natchitoches Parish Library.

**NEW BUSINESS**

**Northeast Branch Meeting Room Project, preliminary costs**

Motion to approve the preliminary costs – as budgeted + 10% contingency – for the Northeast Branch Meeting Room Project was made by Mr. Brown. Rev. Dr. Fuller seconded. Motion carried.

**Executive Committee, appointment**

Motion to appoint an Executive Committee – consisting of Mr. Thomas Roque, Mrs. Jessica McGrath, Mrs. Vallery Washington, and Mr. George Minturn – for the Northeast Branch Meeting Room Project was made by Rev. Dr. Fuller. Mrs. Davis seconded. Motion carried.

**Executive Committee, authorization**

Motion to authorize the appointed Executive Committee for the purpose of hiring a contractor for the Northeast Branch Meeting Room Project, based on submitted bids was made by Rev. Dr. Fuller. Mr. Brown seconded. Motion carried.

**2020 President/Vice President**

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

**2019 Budget Revisions**

Motion to approve the 2019 budget revisions as presented was made by Rev. Dr. Fuller. Mr. Brown seconded. Motion carried.

**2020 Budget Revisions**

Motion to approve the 2020 budget revisions as presented was made by Mr. Brown. Mrs. Terrell seconded. Motion carried.

**Surplus Items**

Motion to declare (3) office chairs (00353, 00355, 00375) and 3,171 (Sept.-Nov. 2019) items from the collection (books, audios, etc.) as surplus was made by Mrs. Moffett. Mrs. Davis seconded. Motion carried.

**REPORTS**

Reports for all departments were distributed and discussed.

The next Library Board of Control meeting will be held on Monday, March 9, 2020, at 6:00PM, at the Main Branch of the Natchitoches Parish Library.

**With there being no other business, the Library Board of Control meeting was adjourned at 6:55PM.**