

NATCHITOCHE PARISH LIBRARY
BOARD OF CONTROL
MEETING MINUTES
June 25, 2018

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

Board Members Absent: Mrs. Linda Jenkins, Mrs. Gloria Davis, and Ex-Officio Rev. Doug de Graffenried

Guests: Marcus Richard, Amber Waldrup, and Vallery Washington

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

Invocation was said by Rev. Dr. Frank Fuller

Minutes

Minutes of the March 13, 2018, Library Board of Control meeting were presented.

Motion to approve the March 13, 2018, Library Board of Control Minutes as presented was made by Mrs. Terrell. Mr. Brown seconded. Motion carried.

OLD BUSINESS

None

NEW BUSINESS

Surplus Items

Motion to declare 8,883 items from the collection (books, audios, etc.) as surplus was made by Rev. Dr. Fuller. Mr. Brown seconded. Motion carried.

Purchase of Envisionware ECommerce Services

Board was presented with informational packet and quote for Envisionware ECommerce Services. These services offer a point of sale transaction system and staff registers which integrates with the library's ILS and will allow the library to process fine and fee payments while also providing auditing and control of daily money handling.

Motion to purchase Envisionware ECommerce Services was made by Rev. Dr., Fuller. Mr. Brown seconded. Motion carried.

Purchase of Unified RFID Technology System and Contract Renewable Supplies through MK Solutions

Board was presented with informational packet and quote for purchase of Unified RFID Technology System and Contract Renewable Supplies through MK Solutions.

Motion made by Mr. Brown as follows:

The Natchitoches Parish Library will piggyback, using the Local Services Law (R.S. 33:1324), off of the contract between the City of Baton Rouge/Parish of East Baton Rouge (East Baton Rouge Parish Library)

and MK Solutions Inc. of York, PA – contract A16-52540 (Unified RFID Technology System and Contract Renewable Supplies).

As prescribed under the Local Services Law:

- i. Contract A16-52540 was bid in compliance with state law.
- ii. Contract A16-52540 is still active.
- iii. Written consent from the City of Baton Rouge/Parish of East Baton Rouge (East Baton Rouge Parish Library) has been obtained, confirming the contract number (A16-52540).
- iv. Confirmation of vendor and the product, services, materials, supplies or equipment are the same and the price is the same or lower.

Motion seconded by Rev. Dr. Fuller. Motion carried.

REPORTS

Director of Library Operations Report, given by Vallery Washington

Est. Trial Balance ending May 31, 2018, was presented, noting that 93% of projected ad valorem budgeted for 2018 had been received; expenditures at 38% of projected. Washington stated that a SRAC Grant check for \$666.96 was expected in Oct./Nov. State Shared Revenues should be received March, May, and December of each year. Dec. 2017 was not posted until Jan. 2018, which will affect the 2018 budget. Washington made note of the following accounts: 291 [Insurance Building & Grounds] – paid Risk Services (Parish fleet insurance) \$6,426.09 in January, a 53% increase from last year; 311 [Software-NPG Added] – software added by Parish Govt. for server upgrade, \$2,771.60; 499 [Miscellaneous] – expenses for HR (background checks & physical exams) and SYGNVS Integrated Solutions, Parish Govt. payroll and payables software licensing.

Staff update was given, noting a replacement for Northeast Branch manager, LTA I, Bookmobile Manager, Bookmobile Assistant, and two PT Library Clerk positions. Currently in the process of hiring for three positions – Northeast Branch LTA II, Children’s Librarian, and Library Assistant.

Acquisitions/Technical Services Administrator’s Report, given by Jessica McGrath

Yearly comparison worksheet and Jan-May monthly reports were presented, highlighting a slight decrease in circulation except for Schoolmobile, juvenile, audio, and eMedia; and a slight decrease in programming, except for young adult and adult attendance. Gate counts remain steady compared to last year.

Outreach Coordinator’s Report, given by Jessica McGrath

Outreach statistics from Oct. 2017 through May 2018 were presented, noting the library has participated in 25 events reaching 5,405 people. Recent highlights include National Library Week, the City X Program at St. Mary’s High School, and the Summer Reading Launch Party in City Park with performer Lady Chops.

IT Specialist’s Report, given by Marc Richard

IT report included the completion of offsite backup at the Northeast Branch, the closing of public computer labs July 18-19 for necessary updates to the library’s server software, and problems with Verizon throttling the library’s wifi devices.

Facilities Maintenance Supervisor’s Report, given by Jessica McGrath

Maintenance report included the hiring of Glass Services to fix window leaks on the first and third floors (in process), receiving quotes to fix the storage room roof (in process), replacing the compressor in the server room AC (completed), and the installation of a lightning arrestor on the elevator (in process).

Director's Report, given by Jessica McGrath

Director's report included an update on the library's participation in the 2018 Cane River Film Festival, Dr. Guin's replacement on the Library Board of Control, Lynda.com subscription to begin September 1, 2018, possible purchase of LibraryAware for newsletter/content creation, Summer Reading Program update, collaboration with the City of Natchitoches Mobile Market and the Lions Club on summer "Sprout" program, receiving of the Dollar General grant, and the possibility of changes on the Schoolmobile due to area school closures.

Mr. Roque requested that the Director continue conversations with landowners in the Hagedwood area regarding possible purchase for library branch.

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

Meeting was adjourned at 7:00pm