

NATCHITOCHE PARISH LIBRARY
BOARD OF CONTROL
MEETING MINUTES
June 10, 2019

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

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

Guests: Stanford Medlock, Martha Uchino, and Vallery Washington

Board President Mr. Thomas Roque called the meeting to order at 6:05pm.

Invocation was said by Rev. Dr. Frank Fuller.

Public Comments

none

Minutes

Minutes of the March 11, 2019, Library Board of Control meeting were presented.

Motion to approve the March 11, 2019, Library Board of Control Minutes as presented was made by Rev. Dr. Fuller. Mr. Brown seconded. Motion carried.

OLD BUSINESS

None

NEW BUSINESS

Cooperative Endeavor Agreement

Motion to approve the Cooperative Endeavor Agreement between the Natchitoches Parish Library and Northwestern State University Department of Computer Information Systems as presented was made by Rev. Dr. Fuller. Mrs. Jenkins seconded. Motion carried.

Surplus Items

Motion to declare (24) stackable chairs and electronic equipment (list presented) as surplus was made by Mrs. Terrell. Mr. Brown seconded. Motion carried.

REPORTS

Director of Library Operations Report, given by Vallery Washington

Estimated Trial Balance ending May 31, 2019, was presented, noting that the Parish is continuing to work on their accounting software and moving balances over from prior years. They have hired a new Treasurer and we are expecting updates and changes while she adjusts.

Acquisitions/Technical Services Administrator's Report, given by Martha Uchino

Report included: DVDs are now being processed by library vendor, Midwest Tape, which saves time in cataloging and processing. Backlog of books/AV to be catalogued, repaired, or discarded has been eliminated. Technical services staff have completed and received certificates for a 10-week cataloging and classification course through the Louisiana State Library. Staff have cleaned and reorganized the technical services department to improve efficiency.

Outreach Coordinator's Report, given by Alan Niette

Outreach statistics from December March – May 2019 were presented, noting the library has participated in 18 events reaching 1,667 people. Recent highlights include 3D printer demonstration at NSU's Department of Education, and monthly Magnolia Minute (Web Videos) and Good Day CenLa appearances (KALB-TV, Alexandria). Meeting room, social media, e-newsletter, and volunteer statistics were also presented.

Facilities Maintenance Supervisor's Report, given by Stanford Medlock

Maintenance report included: Schoolmobile and Bookmobile maintenance, new bicycle workstations installed at both branches, leak repairs on 3rd & 2nd floor of Main Branch, carpet cleaned in high traffic areas of Main Branch, and front entrance, sidewalks, and wall facing Touline St. at Main Branch pressure washed.

Director's Report, given by Jessica McGrath

Director's report included: RFP being advertised for Meeting Room addition at the Northeast Branch, furniture delivery and setup at the Main Branch, multimedia project in Board Room at the Main Branch. Year-to-date library statistics were distributed. Next Board of Control meeting will be held on Monday, September 9, 2019, at 6PM in the 3rd floor meeting room at the Main Branch – 450 Second St., Natchitoches.

With there being no other business, a motion to adjourn was made at 7:00PM by Mr. Brown. Mrs. Moffett seconded.