

NATCHITOCHE PARISH LIBRARY
BOARD OF CONTROL
MEETING MINUTES
March 13, 2018

Board Members Present: Mr. Thomas Roque, Mr. Tracy Brown, Mrs. Linda Jenkins, Mrs. Karen Terrell, Ex-Officio Rev. Doug de Graffenried and Librarian Jessica McGrath

Board Members Absent: Mrs. Gloria Davis, Rev. Dr. Frank Fuller and Dr. James Guin,

Guests: Cahlill Bush, Alan Niette, Marcus Richard, Amber Waldrup and Vallery Washington

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

Invocation was said by Rev. Doug de Graffenried

Minutes

Minutes of the October 9, 2017 Library Board of Control were presented.

Motion to approve the October 9, 2017 Library Board of Control Minutes as presented was made by Mr. Brown. Mrs. Terrell seconded. Motion Carried.

NEW BUSINESS

President and Vice President

Motion to elect Rev. Dr. Frank Fuller as Vice –President and Mr. Thomas Roque as President was made by Mrs. Terrell. Mr. Brown seconded. Motion Carried.

Policy Changes

Director McGrath presented the proposed policy changes regarding board meeting dates and laptops and wireless internet devices.

Motion to approve the policy changes as presented was made by Mrs. Terrell. Mrs. Jenkins seconded. Motion Carried.

June Board Meeting Date

Motion to approve changing Board Meeting to June 25, 2018 was made by Mr. Brown. Mrs. Terrell seconded. Motion Carried.

NEB Saturday of “Smokin’ on the Red” Festival

Motion to approve the closure of the NEB on the Saturday of “Smokin’ on the Red” Festival in Campti was made by Mr. Brown. Mrs. Jenkins seconded. Motion Carried.

Surplus Items

Motion to declare 4976 items from the collection (books, audios, etc.) as surplus was made by Mrs. Terrell. Mr. Brown seconded. Motion Carried.

REPORTS

Director of Library Operations, Vallery Washington

Est. Trial Balance ending December 31, 2017, was presented, noting that 100% of the projected budgeted revenues had been received. Est. Trial Balance ending February 28, 2018, was also presented, noting that 90% of projected ad valorem budgeted for 2018 had been received. Washington stated that the reports were estimates because the Parish of Natchitoches had not officially closed their books for 2017.

Staff update was given, noting a replacement for PT employee and a re-hire for the FT Children's Asst. position.

Acquisitions/Technical Services Administrator, Jessica McGrath

2017 Public Library Annual Report and yearly comparison worksheet was presented, highlighting an increase in eBook circulation, combined eMedia circulation, audio circulation, total programs, and program participation.

Outreach Coordinator, Alan Niette

The outreach statistics for September 2017 through March 2018 were presented, noting the library has participated in 19 events reaching over 5,326 people.

IT Specialist, Marc Richard

IT report included ongoing work to repair VRTX server, offsite backup, the addition of 8 wireless Internet devices for circulation, and Richard's attending Tech Fest hosted by the State Library of Louisiana in April 2018.

Facilities Maintenance Supervisor, Cahllil Bush

Maintenance report included replacing one of the library's outside AC units, replacing the motherboard on the chiller, repairing window leaks, and roof repair over the storage room at the Main Branch.

Director, Jessica McGrath

Director's report included an update on the 2018 Staff Development Day, second installation at the Reading Trail at Pierson & Mallett Park, collaboration with NSU and the Elementary Lab School on upcoming author visit, collaboration with the City of Natchitoches Mobile Market and the Lions Club on summer "Sprout" program, possibility of transitioning to radio-frequency identification (RFID), upcoming database additions of Lynda.com and online magazine access, upcoming Summer Reading Program changes, and the beginning research of a branch in the western part of the parish.

Mr. Roque stated that Dr. Guin informed him of his plans to resign from the Library Board.

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

Meeting was adjourned at 7:05pm