

NATCHITOCHE PARISH LIBRARY
BOARD OF CONTROL
MEETING MINUTES
March 11, 2019

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

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

Guests: Alan Niette, Stanford Medlock, Martha Uchino, Marc Richard, Amber Waldrup, and Vallery Washington

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

Invocation was said by Rev. Dr. Frank Fuller.

Public Comments

none

Agenda

President Roque advised the next order of business was to amend the agenda to add the following item:

- 7. New Business
 - b. Board to consider approving additions/changes to:
 - i. Meeting Room Policy

Motion to approve the amended agenda made by Rev. Dr. Fuller. Mrs. Moffett seconded. Motion carried.

Minutes

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

Motion to approve the December 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

Northeast Branch Meeting Room

Motion to approve the following resolution was made by Rev. Dr. Fuller. Mrs. Davis seconded. Motion carried.

BOARD RESOLUTION

At the meeting of the Natchitoches Parish Library Board of Control on Monday, March 11, 2019, at 6:00PM, the following resolution was proposed and approved by the board:

BE IT RESOLVED that the Library Board of Control moves forward in seeking design services for the construction of a 1,000 square foot addition to the existing Northeast Branch of the Natchitoches Parish Library located at 3129 Hwy. 71, Campti, LA.

Policies

Additions/changes to the following was presented and discussed:

1. Meeting Room Policy;
2. Programming Policy;
3. Rules of Behavior for Patrons;
4. Unattended Child Policy;
5. Sexual Harassment Policy;
6. Fixed Asset Policy;
7. Employee Medical Leave Policy.

Motion to approve additions/changes to policies as presented was made by Rev. Dr. Fuller. Mrs. Terrell seconded. Motion carried.

Northeast Branch

Motion was made by Rev. Dr. Fuller to close the Northeast Branch on the Saturday of the “Smokin on the Red” Festival in October. Mrs. Jenkins seconded. Motion carried.

Association of Rural and Small Libraries Conference

Motion was made by Rev. Dr. Fuller to approve Library Director’s travel to the Association of Rural and Small Libraries 2019 Conference in Burlington, Vermont. Mr. Brown seconded. Motion carried.

PLA Internship Grant

Motion to approve applying for the Public Library Association Teen Internship Grant was made by Mrs. Moffett. Mrs. Terrell seconded. Motion carried.

Surplus Items

Motion to declare (2) computer carrels, (1) magazine spinner, and 1,842 items from the collection (books, audios, etc.) 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 December 31, 2018, was presented, noting that the official Parish books had not been closed as of the meeting date. We have received 100% of budgeted revenues - \$2.2M in ad valorem; we spent 91% of projected expenditures. The Parish has changed accounting software; they are working out several issues. Their records do not match our records at this time. Account numbers will be changing to be uniformed across all Parish Government funds. Motion to receive report was made by Mrs. Jenkins. Rev. Dr. Fuller seconded. Motion carried.

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

Report included: Implementing changes to improve the flow of books and other materials through the library system: ordering, cataloging, weeding, etc.; plans to involve the Children’s Librarian and Teen Programmer in purchasing for children’s and young adult collections; goal of increasing number of books ordered; making necessary changes to enhance processing. Motion to receive report was made by Rev. Dr. Fuller. Mrs. Terrell seconded. Motion carried.

Outreach Coordinator’s Report, given by Alan Niette

Outreach statistics from December 2018-February 2019 were presented, noting the library has participated in 12 events reaching 1,698 people. Recent highlights include Santa visits to schools, monthly Magnolia Minute (Web Videos), presentation at School Board, Good Day CenLa appearances

(KALB-TV, Alexandria), and NSU Education and Nursing Student Presentations. Meeting room, social media, e-newsletter, and volunteer statistics were also presented. Motion to receive report was made by Mrs. Jenkins. Mr. Brown seconded. Motion carried.

IT Specialist’s Report, given by Marc Richard

IT report included the addition of an iPad on the second floor which will allow patrons to access the catalog, relocation of copier, print release machine, accessibility computer, and lab monitor station on the second floor, and issues with the cash drawer software. 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) Book and Schoolmobile repairs, plumbing work in men’s restroom on first floor, painting of lobby on first floor, boiler and chiller issues – Storer has worked to resolve several problems and replace parts, small leaks on roof repaired, tint added to 2nd and 3rd floor locations to block heat, and electrical outlets added on 1st and 2nd floor in anticipation of new furniture. Motion to receive report was made by Rev. Dr. Fuller. Mrs. Moffett seconded. Motion carried.

Director’s Report, given by Jessica McGrath

Director’s report included updates on E-Rate, ECommerce, 2019 Staff Development Day, A+ Coalition involvement, Art & Poetry Contest, upcoming tutoring program, upcoming ESL program, Friends Book Sale, and collaboration with Elementary Lab School to sign students up with library cards. 2018 library statistics were distributed. Next Board of Control meeting will be held on Monday, June 10, 2019, at 6PM in the 3rd floor meeting room at the Main Branch – 450 Second St., Natchitoches. Motion to receive report was made by Mrs. Jenkins. Rev. Dr. Fuller seconded. Motion carried.

With there being no other business, President Roque adjourned the meeting at 7:20pm.