

NATCHITOCHE PARISH LIBRARY  
BOARD OF CONTROL  
MEETING MINUTES  
September 10, 2018

**Board Members Present:** Rev. Dr. Frank Fuller, Mr. Tracy Brown, Mrs. Karen Terrell, Mrs. Linda Jenkins, Mrs. Gloria Davis, and Librarian Jessica McGrath

**Board Members Absent:** Mr. Thomas Roque, *replacement for Dr. James Guin (not named yet)*, and Ex-Officio Rev. Doug de Graffenried

**Guests:** Alan Niette, Stanford Medlock, Deborah Ransome, Marcus Richard, Amber Waldrup, Vallery Washington, Sarah Hawkins, and JoAnn Hooter

Board Vice-President Rev. Dr. Frank Fuller called meeting to order at 6:00pm

Invocation was said by Mrs. Linda Jenkins

**Public Comments**

Sarah Hawkins and JoAnn Hooter, Hagedwood area landowners, discussed with the Library Board, the possibility of selling land for the building of the Western Branch of the Natchitoches Parish Library.

**Minutes**

Minutes of the June 25, 2018, Library Board of Control meeting were presented.

Motion to approve the June 25, 2018, Library Board of Control Minutes as presented was made by Mr. Brown. Mrs. Terrell seconded. Motion carried.

**OLD BUSINESS**

None

**NEW BUSINESS**

**Money Handling Policy**

Motion to approve the Natchitoches Parish Library's Money Handling Policy as presented was made by Mrs. Jenkins. Mrs. Terrell seconded. Motion carried.

**2019 Library Board of Control Meeting Dates**

Motion to approve the Natchitoches Parish Library Board of Control's 2019 meeting dates as presented was made by Mr. Brown. Mrs. Davis seconded. Motion carried.

**2019 Natchitoches Parish Library Holiday Schedule**

Motion to approve the Natchitoches Parish Library's 2019 Holiday Schedule as presented was made by Mrs. Jenkins. Mr. Brown seconded. Motion carried.

**"Community Give Back" Fine/Fee Forgiveness Event**

Motion to approve the library's "Community Give Back" Fine/Fee Forgiveness event during November and December 2018 was made by Mrs. Terrell. Mr. Brown seconded. Motion carried

### **2018 Budget Revisions**

Motion to approve the 2018 budget revisions as presented was made by Mr. Brown. Mrs. Terrell seconded. Motion carried.

### **Cost of Living Increase**

Motion to approve a cost of living increase of \$700/year for full-time employees who have been employed at least 1-year and a 25 cent/hour increase for part-time employees who have been employed at least 1-year, effective January 1, 2019, was made by Mrs. Terrell. Mr. Brown seconded. Motion carried

### **2019 Group Life and Health Insurance Coverage for Employees and Retirees**

Motion made by Mrs. Jenkins: So long as total costs for group life and hospitalization coverage do not exceed the projected 11%, the Natchitoches Parish Library will pay the total cost of group life and hospitalization insurance for full-time employees and retired employees of the Natchitoches Parish Library (Parish Government) with single coverage. For those full-time employees and retired employees with family coverage, the library will pay the total cost for single coverage plus one-half of the difference between single and family group life and hospitalization insurance. Mr. Brown seconded. Motion carried.

### **2019 Budget**

Discussion ensued regarding the possibility of purchasing land for a Western Branch and the hiring of an architect to design a meeting room addition for the Northeast Branch.

Motion to adopt the 2019 budget as amended with approved cost of living increase was made by Mr. Brown. Mrs. Terrell seconded. Motion carried.

### **Surplus Items**

Motion to declare 2,030 items from the collection (books, audios, etc.) as surplus was made by Mrs. Jenkins. Mrs. Terrell seconded. Motion carried.

## **REPORTS**

### **Director of Library Operations Report, given by Vallery Washington**

Staff update was given, noting replacements for Northeast Branch LTA I and PT Library Clerk positions, and Main Branch Children's Librarian, Facilities Maintenance Manager, Circulation Coordinator, LTA I and (3) PT Library Clerk positions.

### **Acquisitions/Technical Services Administrator's Report, given by Deborah Ransome**

Yearly comparison worksheet and June-July monthly reports were presented.

### **Outreach Coordinator's Report, given by Jessica McGrath**

Outreach statistics from June-August 2018 were presented, noting the library has participated in 12 events reaching 1,132 people. Recent highlights include Ocean's Skype Call, Morning Blessings Radio Show, Family Day in City Park, Born Learning Trail Opening, NSU Nursing Class, and LSMSA Move-in Day. Meeting room, social media, e-newsletter, and volunteer statistics were also presented.

### **IT Specialist's Report, given by Marc Richard**

IT report included an update to the server software for patron computers and Vspace software, purchase of a new monitor for Outreach Coordinator, and the preparation for adding cash drawers at both branches.

### **Facilities Maintenance Supervisor's Report, given by Jessica McGrath**

Maintenance report included the hiring of Payne's Lawn Service to overhaul the Main Branch landscaping. Current projects include the addition of a drain outside of second floor emergency exit,

replacing 200+ light bulbs at Main Branch, repairing the area outside of server room/Maintenance office, and repairing the roof over storage room (Ed's Sheet Metal).

**Director's Report, given by Jessica McGrath**

Director's report included an update on Dr. Guin's replacement on the Library Board of Control (replacement must be named by Parish Council), ECommerce installation at the end of September/beginning of October, RFID proposal changes, Tablet to Tablet exhibit currently on display at the Main Branch, and the possibility of purchasing furniture for the Main Branch. Summer Reading Program yearly statistical comparisons were also presented.

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

Meeting was adjourned at 7:35pm