

NATCHITOCHE PARISH LIBRARY
BOARD OF CONTROL
MEETING MINUTES
September 16, 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 Davis and Ex-Officio Rev. Doug de Graffenried

Guests: Alan Niette, Marcus Richard, Vallery Washington, Dr. Leon Davis, Edwin Crayton, and Rev. Steve Harris, George Minturn, William Tudor

Board President Mr. Roque called meeting to order at 6:04pm.

Invocation was said by Rev. Dr. Frank Fuller.

Agenda

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

8. New Business

- f. Board to consider approving a temporary summer internship position and proposed fund budget – with the understanding that the library will pay for payroll benefits – for the Public Library Association Inclusive Internship Initiative Grant.
- k. Board to consider approving additions to the Electronic Resources Access Policy

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

Public Comments

Dr. Leon Davis presented information and requested funding from the Library Board to go towards his idea for an African American Research Library. Edwin Crayton also voiced his support for this endeavor. After a lengthy discussion, Board President, Mr. Roque, determined that the Library would not pursue this endeavor, but suggested other groups for Dr. Davis to contact.

Northeast Branch Meeting Room Architect Proposals

Local architects, George Minturn and William Tudor, made separate presentations regarding the addition of a meeting room at the Northeast Branch of the Natchitoches Parish Library.

Minutes

Minutes of the June 10, 2019, Library Board of Control meeting were presented.

Motion to approve the June 10, 2019, Library Board of Control Minutes as presented was made by Rev. Dr. Fuller. Mr. Brown seconded. Motion carried.

OLD BUSINESS

None

NEW BUSINESS

2020 Library Board of Control Meeting Dates

Motion to approve the Natchitoches Parish Library Board of Control's 2020 meeting dates as presented was made by Rev. Dr. Fuller. Mr. Brown seconded. Motion carried.

2020 Natchitoches Parish Library Holiday Schedule

Motion to approve the Natchitoches Parish Library's 2020 Holiday Schedule as presented was made by Mrs. Jenkins. Mrs. Terrell 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 2019 was made by Mr. Brown. Mrs. Terrell seconded. Motion carried

Staff Development Day Closure

Motion to approve library closure for the 2020 Staff Development Day – March 6, 2020, was made by Mrs. Moffett. Rev. Dr. Fuller seconded. Motion carried.

2019 Budget Revisions

Motion to approve the 2019 budget revisions as presented was made by Mr. Brown. Mrs. Jenkins seconded. Motion carried.

Public Library Association Inclusive Internship Initiative Grant

Motion to approve the temporary summer internship position and proposed fund budget – with the understanding that the library will pay for payroll benefits – for the Public Library Association Inclusive Internship Initiative Grant was made by Mrs. Jenkins. Mrs. Moffett seconded. Motion carried.

Cost of Living Increase

Motion to approve a cost of living increase of \$750/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, 2020, was made by Mrs. Jenkins. Mr. Brown seconded. Motion carried

2020 Budget

Motion to adopt the 2020 budget as amended with approved cost of living increase was made by Rev. Dr. Fuller. Mr. Brown seconded. Motion carried.

2020 Group Life and Health Insurance Coverage for Employees and Retirees

Motion made by Mrs. Moffett: 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. Rev. Dr. Fuller seconded. Motion carried.

Surplus Items

Motion to declare 7,854 (March-Aug. 2019) items from the collection (books, audios, etc.) as surplus was made by Rev. Dr. Fuller. Mr. Brown seconded. Motion carried.

Architect Approval

Board members completed the RFP Evaluation Criteria for both architects. Motion to approve George Minturn as the architect for the meeting room addition at the Northeast Branch was made by Mrs. Terrell. Mrs. Jenkins seconded. Motion carried.

Electronic Resources Access Policy

Motion to approve revised Electronic Resources Access Policy as presented was made by Mrs. Terrell. Mr. Brown seconded. Motion carried.

REPORTS

Reports for all departments were distributed.

Director's Report, given by Jessica McGrath

Director's report included an update on stairwell flooring at the Main Branch, Art & Poetry Contest winners, and both general (circulation, visits, programming) and 2019 Summer Reading Program statistics.

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

Meeting was adjourned at 7:45pm