

NATCHITOCHE PARISH LIBRARY
BOARD OF CONTROL
MEETING MINUTES
September 15, 2020

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

Board Members Absent: Mrs. Karen Terrell

Guests: Alan Niette, Marcus Richard, Vallery Washington,

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

Invocation was said by Rev. Dr. Frank Fuller.

Public Comments

None

Minutes

Motion to approve the June 8, 2020, Library Board of Control Minutes as presented was made by Rev. Dr. Fuller. Mrs. Jenkins seconded. Motion carried.

OLD BUSINESS

None

NEW BUSINESS

Video Conversion Policy

Motion to approve the Video Conversion Policy as presented was made by Rev. Dr. Fuller. Mrs. Davis seconded. Motion carried.

Teleworking Policy

Motion to approve the Teleworking Policy as presented was made by Mrs. Jenkins. Rev. Dr. Fuller seconded. Motion carried.

2021 Library Board of Control Meeting Dates

Motion to approve the Natchitoches Parish Library Board of Control's 2021 meeting dates as presented was made by Mrs. Moffett. Mrs. Davis seconded. Motion carried.

2021 Natchitoches Parish Library Holiday Schedule

Motion to approve the Natchitoches Parish Library's 2021 Holiday Schedule as presented was made by Rev. Dr. Fuller. Mrs. Jenkins seconded. Motion carried.

"Community Give Back" Fine/Fee Forgiveness Event

Motion to approve the library's "Community Give Back" Fine/Fee Forgiveness event during October, November, and December 2020 was made by Rev. Dr. Fuller. Mrs. Moffett seconded. Motion carried

Staff Development Day Closure

Motion to approve library closure for the 2021 Staff Development Day – April 16, 2021, was made by Mrs. Jenkins. Mrs. Davis seconded. Motion carried.

2020 Budget Revisions

Motion to approve the 2020 budget revisions as presented was made by Rev. Dr. Fuller. Mrs. Davis seconded. Motion carried.

2021 Budget

Motion to adopt the 2021 budget with approved cost of living increase of \$500/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, 2021, was made by Rev. Dr. Fuller. Mr. Brown seconded. Motion carried.

Mrs. Washington noted that if the Northeast Branch Meeting Room project was not completed and paid out by the end of the year, a line item would need to be added as part of the 2021 budget revisions.

Capital Projects Fund

Motion to establish a 2021 Capital Projects fund with a starting balance of \$500,000 was made by Mr. Brown. Mrs. Davis seconded. Motion carried.

2021 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. Mrs. Davis seconded. Motion carried.

Surplus Items

Motion to declare 2,036 (June-Aug. 2020) items from the collection (books, audios, etc.) as surplus was made by Rev. Dr. Fuller. Mr. Brown seconded. Motion carried.

REPORTS

Reports for all departments were distributed: noteworthy items include the addition of debit/credit card readers at both library locations, roof completion at the Main Branch, and damage to storage shed at the Northeast Branch due to Hurricane Laura.

Director's Report, given by Jessica McGrath

The library's IT Specialist will resign soon. The Board agreed that contracting out IT services is a possibility that they would like the Director to explore.

An update on the Northeast Branch Meeting Room was provided, along with survey results and CARES Act grant details.

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

Meeting was adjourned at 7:15pm