

**Beauregard Parish Library
Board of Control
3rd Quarter Meeting**

The Library Board of Control met in regular session at 4:30 pm on August 2, 2017 at 205 S. Washington St., DeRidder LA 70634. In attendance were Jo Blankenship, Tranquil Crosby, Molly Poe, Janet Pitre, and Angela Lannen, presiding, with Erin Chesnutt taking minutes. Absent were Pat Andrews, Elizabeth Brasseaux, Merle Stout (honorary trustee), and Rusty Williamson, ex officio.

Lannen called the meeting to order at 4:55, called roll, and noted that there were no members of the public present. Blankenship moved to accept the minutes from the previous board and committee meetings as presented; Poe seconded and the motion passed unanimously.

Chesnutt provided a brief overview of standard reports particularly noting planned changes in personnel, changes in how electronic resource usage is counted, and participation in the recently completed Summer Reading Challenge.

The Board then discussed updated information on the legal requirements for moving forward on finding a building design professional for the East Beauregard branch project. Chesnutt notified of additional information that has come in from a structural engineer. The board decided through discussion that it would be most diligent to advertise a Request for Qualifications (RFQ) for Architectural Services to find and name a Professional of Record. Crosby moved to authorize the director to request legal counsel review and modify such an RFQ for publication. Poe seconded and the motion passed unanimously.

Chesnutt summarized the auditor's findings for the library's FY 2016 audit and provided notification that next year's audit will entail more work on the auditor's part and preparation on BPL staff's part due to new statewide regulations from the Legislative Auditor. Chesnutt plans to review existing policies and procedures to insure compliance with the new regulations and will request Lannen's assistance in this endeavor. Lannen requested that Chesnutt also see if any agency is offering workshops on preparing for this change.

Lannen, Blankenship, and Poe then provided an overview of the pay scale proposal their committee approved previously. Poe led the board in acknowledging the time and effort that Chesnutt put in to creating the proposal. With an overview of the scale and associated procedures, Blankenship moved to accept the new pay scale schematic for use beginning in FY 2018; Pitre seconded and the motion passed unanimously.

Lannen requested the discussion of the director's evaluation be tabled until the next board meeting.

Chesnutt announced information regarding upcoming events including a workshop for trustees on advocacy through storytelling. The annual Libraries Southwest Author Dinner will feature local favorite Curt Iles on Oct 17, 2017 in Lake Charles.

Chesnutt then requested that the board approve the updated Records Retention Schedule featuring new records series and minimum retention periods as required by the State Archives Office. Poe moved to accept the new Schedule, Blankenship seconded and the motion passed unanimously.

Chesnutt reminded the trustees to turn in their Certificate of Completion for the annual ethics training if they have not done so already.

With no other business, the meeting adjourned at 5:30 PM.

Respectfully submitted,

Erin N. Chesnutt, MLIS
Secretary to the Board