

Beauregard Parish Library
Board of Control Minutes
February 1, 2017

The Library Board of Control met in regular session at 4:30 pm on February 1, 2016 at 205 S. Washington St, DeRidder, La.

The president called the meeting to order at 4:37 pm and proceeded with roll call. Present were Angela Lannen, presiding, Jo Blankenship, Molly Poe, Elizabeth Brasseaux, Janet Pitre, Merle Stout, and Erin Chesnutt. Absent were Pat Andrews, Tranquil Crosby, and Rusty Williamson, ex officio. The board unanimously approved the minutes from the previous meetings as presented (passed by motion: Blankenship; second : Stout). With no public participation requested, the board addressed matters of housekeeping. By unanimous decision, the board voted to schedule the remaining quarterly meetings of 2017 for 4:30 on the afternoons of May 3, August 2, and November 1 and for Angela Lannen and Jo Blankenship to serve another year as board president and vice-president, respectively (motion : Brasseaux; second : Poe). Chesnutt reminded the trustees of their annual ethics training requirement and financial disclosure. She will re-send an email to board members with the pertinent information for both requirements.

After Chesnutt reviewed the parameters of a proposal by J. Aaron Cooper, CPA for the board, they unanimously voted to engage Mr. Cooper to perform the Library's audit for fiscal year 2016 (motion : Blankenship; second : Brasseaux). Chesnutt then presented the board with the annual compliance questionnaire from the Legislative Auditor's office and reported that all questions applicable to the library were answered as compliant with an exception of 2 possible Open Meeting violations for committee (not Board) meetings that were not properly advertised nor recorded. Chesnutt will include an explanation that no decisions nor actions were taken at these meetings and that summary reports of these meetings were provided during properly advertised and recorded regular, quarterly meetings of the board. The board approved this questionnaire response unanimously (motion : Pitre; seconded : Poe). Chesnutt then reported to the board the purpose of a Management's Discussion and Analysis, the need for such a document, and cost for creating it. The board opted to omit this document as it is not required.

The board reviewed Chesnutt's proposal for a final amendment to the report of Anticipated Revenues and Expected Expenditures for Fiscal Year 2016. After review, the board voted unanimously (motion : Blankenship; second : Poe) to the following amendments:

2016 budget : Revenues : Ad valorem : \$1,651,623; State Revenue Sharing : \$50,405; Fees, Fines and Payments : \$11,475; Interest : \$3,242; Grants : \$0; Donations : \$780. Expenditures : Personnel : \$935,518; Operational : \$159,120; Materials & Supplies : \$35,241; Library Materials : \$209,001; Equipment & Furnishings: \$19,455; Training, Travel & Education: \$12,963; Intergovernmental : \$59,025. Dedicated Funds : State Aid Grant : \$0; Grant Match : \$0; Building & Asset Repair or Replacement : \$0; Hilman Fund : \$0; McElveen Bequest : \$0. 2017 budget : Building & Asset Repair & Replacement : \$1,335,102.81.

Chesnutt presented the board with a new records retention policy that reflects updated retention requirements for E-Rate, security surveillance, and employee earnings. The board unanimously approved the new schedule (motion : Poe; seconded : Blankenship) and appointed Janet Reichley as point-of-contact for public records requests (motion : Poe; seconded : Brasseaux).

The board then acknowledged receipt of updated job descriptions, plans to incorporate a Competency Index and professional development goals in performance evaluations, and a proposed format for the director's performance evaluation. Suggestions were made for changes to the staff evaluation form (Blankenship) and director's evaluation form (Lannen).

In discussing the mid-Strategic plan update and projects for 2017, Chesnutt announced goals of reviewing policies and procedures to remove any barriers to access and building up to a schedule that provides programs for children, teens, and adults at least once per week each. Board members made suggestions for additional programs and means of promotion. The board reviewed the Volunteer Policy proposal and unanimously approved the policy with edits to clarify a) who is considered a volunteer and would be subject to the policy and b) that the library will accept a prior background check as long as it is within the past year OR the library will bear the cost of a new background check (motion: Blankenship, second : Brasseaux). Chesnutt then informed the board of the Greater Beauregard Chamber of Commerce's work towards creating a Ready to Work community through a program created by ACT Testing that involved WorkKeys testing. The Library can partner with the Chamber to promote our free WorkKeys practice tests through Learning Express and may eventually become an official testing site. The board expressed their approval of the partnership. Upon review of a proposed Marketing Plan, Lannen requested edits to include more detail on external promotional efforts and "how to get them in the door." The board expressed their pleasure at the list of PR achievements over 2016 and encouraged more face-to-face and word-of-mouth promotions.

The board reviewed and discussed the quarterly statistical, financial, and facility updates, then adjourned at 6:25 (motion : Poe).

Respectfully submitted,
Erin N. Chesnutt