

## **Beauregard Parish Library Board of Control Minutes**

The Beauregard Parish Library Board of Control met in regularly scheduled session on May 2, 2018 at 205 S. Washington St. in DeRidder, Louisiana. In attendance were Jo Blankenship, Tranquil Crosby, Molly Poe, Elizabeth Brasseaux, Merle Stout, Erin Chesnutt, and Angela Lannen, presiding. Absent were Pat Andrews, Janet Pitre, and Teddy Welch, ex officio. Also in attendance were Steve Landreneau and Julie Moncada.

President Lannen called the meeting to order at 4:40 and noted the roll call. Crosby moved to accept the minutes from the previous meeting as presented; Brasseaux seconded and the motion passed unanimously. With no member of the public wishing to comment on general matters, Lannen continued through the agenda to entertain updates on capital projects. At Chesnutt's request, Landreneau explained his findings regarding property donation between public agencies and referenced the Cabela Test as a tool in determining when it might be acceptable. Purchasing land at fair market value is always an option for public agencies. He offered to reach out to the South Beauregard recreation district and other individuals in the South Beauregard area to feel out other potential locations for a new South Beauregard branch and get back with Chesnutt. The Historical Society's offer of land still stands.

Chesnutt then updated the Board as to progress with the East Beauregard branch capital project stating that she will meet with the architect and electrical engineer on May 14 to discuss needs regarding electricity and communications. Requests for Proposals were sent out to geotechnical engineers this week. On motion of Blankenship, seconded by Crosby, the board voted unanimously to follow the architect's recommendation on awarding the geotechnical study contract.

Moncada then presented her proposed changes to the Collection Development Policy to the board, citing a need to separate policy and procedure into two documents and "future-proof" the policy. After some discussion, Blankenship moved to adopt the proposed Collection Development Policy. Poe seconded and the motion passed unanimously.

Chesnutt then provided a brief E-Rate update, notifying the board that funding has been approved at 80% for internet access at all branches and one-time installation fees at the new East Beauregard branch, once it is ready later this year. Chesnutt also outlined some of the upcoming events for this year's summer reading program and reminded trustees that a blank copy of the director's performance evaluation has been emailed to them. The evaluation needs to be completed and returned to Lannen by July 18.

In reviewing the year-to-date financial report, Chesnutt discussed the spending cycles of the various categories related to the percent of budgeted amounts already spent/received. Lannen requested Chesnutt gather a multi-year comparison of when ad valorem taxes were received throughout each year. The board also directed Chesnutt to review what types of Certificate of Deposits are available for our use to transfer some of the funds from our NOW account. The board reviewed statistical and circulation reports before discussing personnel plans for branch manager, office manager, scheduling manager, cataloger / Technical Services department, and public relations coordinator. The board also viewed a brief demo of the website updates, and heard about upcoming events.

Lannen reminded the board to get their financial disclosure forms completed, if they haven't already, and that the ALA conference is coming up in June. With no other business, the meeting adjourned at 6:08.

Respectfully submitted,  
/s/Erin Chesnutt, Secretary