

Beauregard Parish Library Board of Control

The Beauregard Parish Library Board of Control met at 205 S. Washington Ave. in DeRidder, Louisiana on August 12, 2019. President Angela Lannen called the meeting to order at 4:35 PM and noted a quorum made up of the presence of trustees Pat Andrews, Jo Blankenship, Molly Poe, Renee Whiddon, and herself. Erin Chesnutt, Library Director, was also present. Absent were trustees Tranquil Crosby, Merle Stout (honorary), Candice Hodges, and ex officio Teddy Welch.

The following actions were taken:

- Blankenship moved to amend the agenda by rearranging the order so that agenda items requiring action by the board be handled as a priority after the Board Training (Item V). Poe seconded and the motion carried unanimously.
- Andrews moved to approve the minutes from the May 1, 2019 Board meeting as presented. Whiddon seconded; the motion carried unanimously.
- Meg Placke, Deputy State Librarian, provided via teleconference “Building Blocks for the Successful Trustee.” Blankenship suggested adding an annual review of the Board’s bylaws to an upcoming agenda.
- After reviewing several options for security / alarm systems, Whiddon moved to utilize the most cost-effective option to be reviewed after 6 months of operation. Andrews seconded, the motion carried unanimously.
- Chesnutt reviewed the strategic planning committee’s progress thus far and timeline for completion. She requested additional funding to round out the project pending the consultant’s availability. If funds are leftover, they will be used with the same company to begin implementing some of their marketing plans after the strategic planning report is complete. Blankenship and Lannen expressed their pleasure with the process and the consultant. Poe moved to increase the allotted budget for this consultant by \$2,500. Blankenship seconded and the motion passed unanimously.
- Chesnutt reviewed the budget for the East Beauregard Capital Expense project and recent correspondence with architect Albert Moliere stating that they do not see a way in which the project could be completed to our specifications and within budget in the current market. Blankenship moved to thank Mr Moliere and his team for their efforts in this project and request cancellation of the current contract for architectural services. Andrews seconded and the motion passed unanimously.
- Lannen suggested tabling conversation regarding the Singer branch property until we are further into strategic planning.
- Andrews moved that the Board enter Executive Session to review the Director’s annual performance review. Whiddon seconded and the motion passed unanimously. Andrews moved to exit Executive Session; Blankenship seconded and the motion passed unanimously. Lannen reported that Chesnutt’s review yielded a rating of 109.2 which, per policy, will translate to a 2% pay increase in January 2020.
- Chesnutt shared that the Library’s audit of fiscal year 2018 was successful and yielded no findings. The Statewide Agreed Upon Procedure report also yielded no findings.
- The board reviewed a year-to-date financial report and discussed the cause for the difference between the budgeted and actual balance carried forward from 2018 to 2019.
- The board reviewed statistical and circulation reports, noting increased activities in programming and some rural circulation during Summer Reading Program. Chesnutt shared that we had 62 more participants this year over 2018 and that they logged over half a million minutes of reading during June and July 2019.

- Chesnutt shared the personnel report. To wit: there have been 2 resignations; 1 reassignment of duties; 1 reassignment of location; and 1 new hire during the past quarter.
- Chesnutt announced:
 - the Library has received confirmation for 80% E-rate funding for 2019/2020
 - we will be hosting a No Man's Land traveling exhibit in March 2020 and will plan related programs during that time. Trustees shared many ideas for possible programs.
 - Andrews suggested also trying to host programs that tie in with the Vietnam War and military / veteran life, in general, later this year when the War Memorial Civic Center hosts the traveling Vietnam War Memorial Wall.
 - our health insurance renewal date is changing from January 1 to April 1 in 2020.

There being no other business, Lannen adjourned the meeting at 6:30 PM upon motion by Andrews, seconded by Blankenship and passed unanimously.

Respectfully submitted,

/ s/

Erin N. Chesnutt,
Secretary to the Board