

Beauregard Parish Library Board of Control

The Beauregard Parish Library Board of Control met at 205 S. Washington Ave. in DeRidder, Louisiana on February 6, 2019. President Angela Lannen called the meeting to order at 4:31 PM and noted the presence of trustees Pat Andrews, Tranquil Crosby, Molly Poe, Renee Whiddon, and herself. Steve Landreneau, Assistant District Attorney, and Erin Chesnutt, Library Director, were also present. Absent were trustees Jo Blankenship, Merle Stout (honorary), and ex officio Teddy Welch.

Lannen welcomed Whiddon as our newest trustee and thanked her for joining our board. No one proposed amendments to the agenda. No guests requested an opportunity to speak before the board. The following actions were taken:

- Andrews moved to accept the proposed Public Participation Policy, effective for the next board meeting. Crosby seconded; the board voted unanimously in favor.
- Whiddon moved to accept the minutes of the Board's November 7, 2018 meeting and the December 4, 2019 Budget Public Hearing and Adoption. Andrews seconded; the motion carried unanimously.
- Poe moved to set the Board's regularly scheduled meetings for 4:30 PM on May 1, August 7, and November 6, 2019. Crosby seconded; the board voted unanimously in favor.
- Andrews moved to reappoint Lannen as 2019 Board President and Blankenship as 2019 Board Vice-President. Crosby seconded; the board voted unanimously in favor.
- Whiddon moved to approve the proposed Unlawful / Sexual Harassment Policy as presented; Poe seconded; the board voted unanimously in favor.
- Crosby moved to approve the amendment to the Overtime (Compensatory Time) Policy as presented. Poe seconded; the board voted unanimously in favor.
- Chesnutt advised the Board of upcoming opportunities for mandated training regarding ethics and harassment and professional development opportunities at the LLA conference and LSW joint staff training day.
- Andrews moved to request the Police Jury appoint Candice Hodges as the Board trustee representing South Beauregard. Poe seconded; the board voted unanimously in favor.
- Andrews moved to contract Kolder, Slaven & Company LLC to perform the audit and SAUP report for fiscal year 2018. Whiddon seconded; the board voted unanimously in favor.
- Andrews moved to approve the Compliance and Attestation Questionnaires as presented. Poe seconded; the board voted unanimously in favor.
- Whiddon moved to approve the Final Amendments to FY 2018 budget. Poe seconded; the motion passed unanimously. The final budget for FY 2018 is:
 - REVENUES: Ad Valorem \$1,721,423; State Revenue Sharing \$52,766; Fees \$8,645; Fines & Fees \$11,517; Interest \$12,811; Grants \$0; Donations \$2,257. Balance Forward \$1,809,419
 - EXPENSES: Personnel Services \$1,076,659; Operational Services \$132,109; Materials & Supplies \$50,000; Library Materials \$200,433; Equipment & Furnishings \$5,626; Training Travel & Education \$35,273; Intergovernmental \$65,000. State Aid Grant \$0; Grant Match \$0; Building & Asset Repair and Replacement \$0; East Beauregard CapEx \$26,720; South Beau CapEx \$0; Hilman Fund \$0; McElveen Bequest \$0.
- Poe moved to approve the proposed changes to the FY 2019 budget. Crosby seconded; the motion passed unanimously. The changes are:
 - EXPENSES: Building & Asset Repair and Replacement \$2,808,508; East Beauregard CapEx \$394,280.

- The board discussed and agreed that a special meeting will be called for March 19, 2019 at 4:45 to review and modify or approve a building program for the East Beauregard (Wye) branch.
- Chesnutt discussed her intention to reach out for community feed-back over the next several months to incorporate that information into the Library's next strategic plan. A consultant may be secured to assist in reaching the community members who are not currently library patrons. Trustees are encouraged to be involved in each step of the process of creating a strategic plan.
- The Board reviewed reports including a year-to-date financial report; quarterly activity report; personnel & facilities report; and monthly statistical & circulation reports. Chesnutt distributed Tier 2.1 Financial Disclosure forms to those present.

There being no other business, Lannen adjourned the meeting at 6:05 PM.

/ s/ Erin N. Chesnutt,
Secretary to the Board