

Beauregard Parish Library  
Board of Control Minutes

The Beauregard Parish Library met in regularly scheduled session on May 1, 2019 at 205 S. Washington St., DeRidder, Louisiana 70634. President Angela Lannen called the meeting to order at 4:30 PM and noted the presence of a quorum made up of Jo Blankenship, Tranquil Crosby, Molly Poe, and Teddy Welch in addition to herself. Also present were Erin Chesnutt and Celise Reech-Harper. Trustee Renee Whiddon arrived at approximately 4:45. Absent were Pat Andrews, Candice Hodges, and Merle Stout.

The following actions and discussions occurred:

- Welch moved to add to the agenda as item 8.b Review and/or Approve Additional Insurance. Poe seconded and the motion passed unanimously.
- Poe moved to approve as presented the minutes from board meetings held on February 6 and March 19. Welch seconded and the motion passed unanimously.
- No member of the general public requested speaking time.
- Lannen introduced Meg Placke, Assistant State Librarian, who held a 15 minute mini-training session via webinar for our trustees as the first in a series of training sessions. Placke covered the authority our Police Jury has over our Board and Library in this session.
- Blankenship moved to reschedule our upcoming regularly scheduled board meetings for 4:30 on the 1<sup>st</sup> Monday of August and November. Crosby seconded and the motion passed unanimously.
- Whiddon moved to request the Police Jury re-appoint trustees Angela Lannen and Tranquil Crosby to another term on the Library Board of Control when their current terms expire in June 2019. Welch seconded and the motion passed unanimously.
- Blankenship moved to authorize Chesnutt to accept the donation of a bench from the Thursday Study Club, after she ascertains that it will be attractive, durable, and safe without causing undue hardship of upkeep. Poe seconded and the motion carried unanimously.
- Chesnutt is going to look into determining if there is a need for ELP and Public Officials liability policies separate from the Police Jury.
- Blankenship approved the DETEL / Conterra contract for the Library's ISP for a term of 3 years with 2 possible extensions of 1 year each. Welch seconded and the motion passed unanimously.
- Possible sources of rural branch and personal security systems were discussed.
- Chesnutt relayed information from the first strategic planning meeting and requested approval to contract with Orange Boy for 3 years of access to tracking software that integrates into existing data to provide market penetration data, targeted email tracking, and more. The nature of the software would allow it to be classified as either an operating expense or library materials; the library materials budget is capable of taking this additional expense within the current approved budget. Whiddon moved to approve the 3 year contract; Welch seconded and the motion carried unanimously.
- Branches
  - Chesnutt updated the board on follow-up items from the March 19<sup>th</sup> meeting regarding attempts to cut costs in the East Beauregard project and provided a draft of a letter to encourage bidding when we are next ready to advertise for bids.
  - Chesnutt also updated the board as to the status of the Singer branch. Welch moved to approve moving forward in pursuit of acquiring Lots 19 & 31 for the Singer branch. Chesnutt noted that, after speaking with the landowner, she will be working with legal counsel to obtain a new approval of occupancy document for the Singer location. Whiddon approved re-leveling the building at a cost not to exceed \$1,680 to allow for the safe re-opening of the branch. Poe seconded and the motion passed unanimously.

- Reech-Harper discussed costs/benefits of our overdue fees and proposed a one year pilot project to explore going “fine free” in 2020. Blankenship moved to approve the pilot project; Whiddon seconded and the motion passed with 5 yea votes and Crosby not voting.
- Chesnutt briefly spoke of the YTD financial report, noting that our actual cost for Intergovernmental Expenses this year exceeded our anticipated cost. She also noted that she will be working to align definitions of the monthly statistical report with our annual report to the State Library.
- Chesnutt notified the trustees of the upcoming ALA conference and provided information on how to register and what reimbursements are available. Registration is due by June 14 at noon. Financial disclosures are due to the State Ethics Commission by May 15. The annual performance evaluation for the director is due to Angela Lannen by July 20. Chesnutt will send out an electronic version of the evaluation form for easier access.
- With no other business, Lannen adjourned the meeting at 6:00 PM

Respectfully submitted,

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