

**Beauregard Parish Library Board of Control**  
**Minutes – Nov2, 2020**

The Beauregard Parish Library Board of Control met virtually via Cisco WebEx on Nov 2, 2020, as allowed by the Governor’s Executive Order in light of the COVID-19 pandemic and the call for social distancing. Notice was provided for the virtual meeting as required by the Executive Order and instructions for virtual attendance were shared via the public notice. President Angela Lannen called the meeting to order at 5:02 PM noting a quorum made up of trustees Molly Poe, Jo Blankenship, Mike Harper (ex officio), Lynne Boggs and herself with Tranquil Crosby joining later. Erin Chesnutt, Library Director, was also present. Candice Hodges, and Beth Cuevas were absent.

The following actions were taken:

- Blankenship moved to add Agenda Item V( C) Elect officers and Set meeting dates for 2021. Harper seconded and the motion passed unanimously. Harper moved and Boggs seconded approving the amended agenda. The motion passed unanimously.
- Blankenship moved to approve the minutes from the Aug 2020 board meeting; Boggs seconded and the motion passed unanimously. No members of the public were present to participate in the meeting.
- Chesnutt announced the mandatory training certificates still needed for the board members in 2020 and upcoming opportunities to complete said training at the Police Jury building and online.
- Harper shared details about the Parish’s work with ImCal to apply for Economic Development Authority funds and moved that Chesnutt serve as a point-of-contact for ImCal’s Mike Hollier on the application to fund a rural multi-agency facility, to include a library branch. Blankenship seconded and the motion passed unanimously.
- Blankenship moved and Boggs seconded setting the 2021 regularly scheduled meetings for 4:30 PM on Mondays Feb 1, May 3, Aug 2, and Nov 1, 2021. Poe moved and Harper seconded Lannen and Blankenship retaining their roles as Board President and Vice-President, respectively. Both motions passed unanimously.
- Blankenship moved to approve the proposed budget for fiscal year 2021; Crosby seconded and the motion carried unanimously. The proposed budget is as follows:

2021 Fund Balance Projections: Beginning Balance: \$6,928,015; Est. Revenues: \$2,067,800; Est. Expenses: -\$6,087,786; Ending Balance: \$2,908,029

<u>Anticipated Revenues</u>	<u>2021</u>	<u>Expenditures</u>	<u>2021 Requested</u>
Ad Val	\$2,006,646.30	<b>Annual Expenses</b>	
State Rev Share	\$53,354.00	Personnel Services	\$1,225,764.00
Fees	\$3,000.00	Operational Services	\$245,000.00
Fines & payment	\$1,500.00	Materials / Supplies	\$70,000.00
Interest	\$3,000.00	Library Materials	\$276,000.00
Donations	\$300.00	Equipment & Furnishings	\$60,000.00
2021 Rev	<u>\$2,067,800</u>	Training, Travel, Edu.	\$45,000.00
Carry fwd estimate	\$3,111,560	Intergovernmental	\$73,000.00
<b>Revenue Total</b>	<b><u>\$5,179,360</u></b>	<b>Subtotal</b>	<b><u>\$1,994,764</u></b>
		<b>Dedicated Funds</b>	
		Grant Match	\$10,000.00
		Bldg / As set Repair/Replac	\$2,378,508.00
		East Beau CapEx	\$421,000.00
		South Beau CapEx	\$603,500.00
		Singer CapEx	\$430,000.00
		Hilman Fund	\$55.00
		McElveen Bequest	\$249,959.00
		<b>Dedicated Subtotal</b>	<b><u>\$4,093,022</u></b>
		<b>Total Expenditures</b>	<b><u>\$6,087,786</u></b>

- Lannen appointed a finance committee comprised of Boggs, Blankenship, Crosby, and herself to lead the public hearing and handle adoption of the budget. Boggs moved and Crosby seconded holding the public hearing and subsequent committee meeting at the DeRidder branch at 6:05 PM on Monday, Nov 23, 2020. The motion passed unanimously.
- Chesnutt spoke about the status of the library's FEMA Public Assistance application, insurance claims, and search for repair quotes. Blankenship moved to authorize Chesnutt to review quotes and select a suitable contractor for the hurricane damage repairs. Poe seconded and the motion carried unanimously.
- Harper moved to approve the quote selection of a carpet tile floor to be installed at the Merryville branch; Crosby seconded and the motion carried unanimously.
- Chesnutt, Lannen, Boggs, and Poe shared insight on the facility for sale south of Singer and what would be necessary to move forward with considering it as a potential branch location. Harper moved to obtain an appraisal on the property and hire architect David Brossett to perform a site visit & provide a general analysis report for \$500. Poe seconded and motion passed unanimously.
- Blankenship moved and Harper seconded BPL participating in the next available surplus materials auction. The motion carried unanimously.
- Chesnutt relayed that a Cooperative Endeavor Agreement between BPL and the Beauregard Parish School Board was signed into effect on Oct 1, providing all BPSB students with a digital access student (BPL) library card. This card will allow students to access any digital resource BPL offers. The first set of accounts have been created and now instructional and promotional materials are in production to send to the schools / students.
- Chesnutt noted that the library continues to require anyone over the age of 2 to wear a face mask when inside the library, even though push-back for this policy is increasing. Those who cannot or will not wear a mask are offered use of curbside and digital services. The board indicated agreement with this procedure, as the number of COVID cases seems to be on the rise again and this course of action offers the greatest protection to our staff and patrons alike. Chesnutt noted that the library is slowly returning to in-person programming such as limited occupancy story-time and encouraging social distancing.
- Chesnutt reviewed recent changes in personnel and discussed outreach and promotional endeavors from the past quarter, year-to-date budget information, and provided circulation and statistical information.
- With no other business to discuss, Poe moved and Blankenship seconded adjourning the meeting. The motion passed unanimously at 6:16 PM.

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