

**Beauregard Parish Library**  
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<http://library.beau.org>

Feb 3, 2016

The Beauregard Parish Library Board of Control met in regular session at the above address and date. Attending were Pat Andrews (presiding), Molly Poe, Angela Lannen, Merle Stout, Janet Pitre, Jo Blankenship, and Erin Chesnutt with Elizabeth Brasseaux, Tranquil Crosby, and Rusty Williamson (ex officio) absent. Mrs. Andrews called the meeting to order at 4:38.

After taking attendance, Jo Blankenship moved and Angela Lannen seconded to approve the minutes from the November 2015 meeting as presented. Jo Blankenship also moved to approve the minutes from the public hearing for the 2016 budget as presented, and Molly Poe seconded. Both motions passed.

With no members of the public present, the board moved forward to name Angela Lannen as the board's president and Jo Blankenship as the vice-president for the remainder of 2016. The board also agreed to maintain the quarterly meeting schedule of 4:30 pm on the first Wednesday of May, August, and November 2016.

Erin Chesnutt then presented the board with a proposal for a final amendment to the FY2015 budget. The board reviewed the proposal, inquired about several expenditures and then, on motion of Janet Pitre and seconded by Jo Blankenship, agreed to amend and close the FY 2015 budget as follows:

<b>Annual Expenses</b>	<b>Final Budget</b>
Personal Services	\$1,045,339.00
Operating Services	\$174,398.00
Materials & Supplies	\$52,943.00
Library Materials	\$200,987.00
Equip. & Furnishings	\$10,185.00
Training, Ed. & Travel.	\$17,791.00
Intergovernmental	\$62,829.00

<b>Dedicated Funds</b>	
State Aid Grant	\$0.00
Grant Match	\$15,000.00
Bld/Asset, Repair/Replace	\$2,170,968.00
Hillman Fund	\$55.00
McElvin Bequest	\$100,805.00

On motion of Angela Lannen and seconded by Molly Poe, the board also amended the Designated Funds for the 2016 budget to reflect the above. The board asked Erin Chesnutt to reconnect with a potential donor who wishes to remain anonymous to determine if the previously offered donation will come to fruition.

Erin Chesnutt then reminded the board of their annual requirements from the Ethics Commission of

financial disclosure and public servant training. The board discussed online vs. in-person training options and asked Ms Chesnutt to verify with the State that Ms. Stout, an honorary and non-voting trustee, is not required to file financial disclosure.

Molly Poe moved (and Janet Pitre seconded) that Ms Chesnutt send a letter of engagement for J. Aaron Cooper to act as the Library's auditor for FY 2015.

The board reviewed the proposed Records Retention Policy and approved its implementation (motion by Jo Blankenship, 2<sup>nd</sup> by Angela Lannen). Ms. Chesnutt will submit the policy schedule to the Secretary of State, Dept. Of Records for approval.

The board discussed the unusual pattern of closed days the 2016 end-of-year holidays will bring for the library and opted to retain the existing policy.

The board then reviewed quarterly reports on library finances, statistics, and discussed facilities and locations. Ms Chesnutt updated the board on the progress with Cameron Communications regarding donation of land in the Wye community for a new East Beauregard branch and proposed sending a letter of inquiry to a land-owner in Singer for a potential new location there, as well. After a few suggested changes, the board approved sending the letter. Molly Poe offered to look into another potential option for a Singer location. The board asked Erin Chesnutt to determine if the Library would be legally required to retain the services of an architect if the library erects a metal building as a branch.

With no other matters on the agenda, the board unanimously agreed to adjourned this meeting at 5:32 pm on motion of Jo Blankenship and seconded by Janet Pitre.