

**Beauregard Parish Library
Board of Control
4th Quarter Meeting**

The Library Board of Control met in regular session at 4:30 pm on November 1, 2017 at 205 S. Washington St., DeRidder LA 70634. Board members in attendance were Jo Blankenship, Molly Poe, Janet Pitre, Pat Andrews, Elizabeth Brasseaux, and Angela Lannen, presiding, with Erin Chesnutt taking minutes. Absent were Tranquil Crosby, Merle Stout (honorary trustee), and Rusty Williamson, ex officio. Steve Landreneau, legal counsel, and Shantel Alleman Police Jury Secretary / Treasurer were also in attendance along with several members of the public.

Lannen called the meeting to order at 4:42 and requested the secretary make note of those present. The following amendments to the agenda were proposed :

- Add sub-section IV.A : Determine how and when to respond or select the submitted proposals. Motion by Andrews; second by Brasseaux. Unanimously passed.
- Propose to move section V. Public Participation to be section III on the agenda. Motion by Andrews; second by Brasseaux. Unanimously approved.

Lannen welcomed representatives from the DeRidder Garden Club to take the floor. Emily Shirley and Sheila Bryson, representing the Garden Club, offered an unconditional donation a bronze statue – with installation on a platform to the Library. Andrews moved to accept the donation; Brasseaux seconded and the motion was unanimously approved.

Moving on to the minutes from previous meetings (August 2 and September 20), Chesnutt noted the request that a sentence be added to the minutes from the August 2, 2017 meeting : “Tranquil Crosby told of her experience at the annual American Libraries Association conference and expressed her happiness that our Library is not facing the same level of hardship as many other libraries across the country.” Poe moved to approve both sets of minutes; Andrews seconded and all present approved.

The meeting continued to opening and acknowledging the sealed RFP responses. Responses were opened and acknowledged in the following order :

1. Alliance Design Group, LLC of Alexandria, LA
2. Architects Beazley Moliere of Lafayette, LA
3. Brossett Architect of Lake Charles, LA
4. Corne Lemaire Group of Lafayette, LA
5. PSR Architects, LLC of DeRidder, LA

Landreneau, Alleman, Andrews, Lannen, and Chesnutt will review the submissions and make a recommendation(s) to the board at their next meeting. The board is not obligated to act on said recommendation(s) and may choose to move forward as they see fit at their sole discretion including but not limited to requesting additional information, presentation, or interview with applicants, selecting an applicant, or refusing all applicants. After Landreneau reviews the proposals to verify that there is no proprietary information included, all board members can pick up their copies of the submissions for their own perusal prior to the next meeting. The next board meeting will be held at 4:30 PM on Wednesday, December 6, 2017 at 205 S. Washington St.

Chesnutt then reviewed highlights of the Proposal of Anticipated Revenues and Expected Expenditures for Fiscal Year 2018 which was previously provided to board members for perusal. Highlights include an increase in personnel expenses to account for an overlap in training / transition periods for new employees with the coming retirement of 3 long-term, supervisory employees; an increase in equipment / furnishings to updating equipment; an increase in training and education to afford staff members the opportunity to attend a national conference of the American Libraries Association; and a final payment from the McElveen Bequest. Blankenship made a motion to accept this proposal; Andrews seconded and the motion passed unanimously. The proposed budget is found at the end of these minutes.

The board then reviewed the proposed changes to our financial policies to satisfy the new Agreed Upon Procedures as issued by the Legislative Auditor and taking effect for our FY 2017 audit. The proposed changes are based largely on policies pre-approved by an auditor with other proposals that are specific to our agency being made by Chesnutt. Blankenship moved to accept the proposed changes to policy; Poe seconded and the motion carried unanimously.

The board entered into executive session to provide a performance evaluation for the director. All members of the public

remaining were asked to vacate the room; the meeting would re-open to the public following the executive session. Executive session was closed on motion by Andrews, seconded by Pitre, and unanimously passed. Upon coming out of executive session, Blankenship moved that Chesnutt be placed on the new salary scale for January 1, 2018; Brasseaux seconded, and the motion passed unanimously.

The board then reviewed a list of current and upcoming services including:

- Council on Aging Partnership – provides monthly activity at CoA facility
- Homebound Outreach – beginning in January 2018. BPL will provide monthly drop-off/pick-up of library materials to eligible, home-bound Beauregard residents.
- Kids Cafe – beginning Nov 9, 2017. A partnership with Second Harvest food bank to provide snacks twice weekly to minors at our DeRidder branch.
- After School Kids – beginning January 2018. Story Lady Sandi offers STEAM-based activities aimed at ages 5-10 years old during afternoons at partnering child care centers and library branches.

The board expressed their pleasure at these outreach opportunities to under-served populations.

The board then reviewed quarterly reports including statistical, personnel, and activities updates. Review of the year-to-date financial report revealed that the over-all budget is in the black but several categories will need to be amended at the February meeting to stay within the allowed 5% variance. A facilities update included reports of new doors installed at the South Beauregard branch courtesy of the Ragley Historical Society; a need for repair of water damage (T.S. Harvey) at the Fields branch; and a need for multiple repairs at the Singer branch. Poe volunteered to begin checking for alternate locations for a branch in Singer.

Chesnutt then reviewed the list of upcoming contract renewals expected during FY 2018. Chesnutt has requested the contracted provider of security guard personnel to extend the terms of the current contract until February 2018, at which time the board will entertain a full contract renewal. The contracts for the Merryville and Fields branch facility leases will be due for renewal later in the year.

With no other business to discuss, Andrews moved to adjourn the meeting at 6:40 PM. Brasseaux seconded and the motion passed uncontested.

Proposed budget for FY 2018:

Revenues:

Ad Val	\$1,788,742
State Rev Share	\$52,766
Fees	\$5,000
Fines & payment	\$6,000
Interest	\$1,200
Grants	\$0
Donations	\$300
2018 Rev	\$1,854,008
Carry fwd	\$3,854,841
Revenue Total	\$5,708,849

Expenditures:

<i>2017 Annual Expenses</i>	
Personnel Services	\$1,127,170
Operational Services	\$215,000
Materials / Supplies	\$50,000
Library Materials	\$255,000
Equipment & Furnishings	\$55,000
Training, Travel, Edu.	\$60,000
Intergovernmental	\$65,000
<i>2017 Subtotal</i>	<i>\$1,827,170</i>

<i>Dedicated Funds</i>	
State Aid Grant	\$0
Grant Match	\$15,000
Bldg / Asset Repair/Replace	\$1,146,468
East Beau CapEx	\$421,000
South Beau CapEx	\$603,500
Hilman Fund	\$55
McElveen Bequest	\$249,959
<i>Dedicated Subtotal</i>	<i>\$2,435,982</i>
Total Expenditures	\$4,263,152

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