

Beauregard Parish Library Board of Control
February 3, 2020
Minutes

The Beauregard Parish Library Board of Control met at 205 S. Washington Ave. in DeRidder, Louisiana on February 3, 2020. President Angela Lannen called the meeting to order at 4:51 PM noting a quorum made up of trustees Jo Blankenship, Molly Poe, Tranquil Crosby, Renee Whiddon, and herself. Erin Chesnutt, Library Director, was also present. Ex officio Mike Harper and Candice Hodges were absent; the East Beauregard seat is vacant. No visitors attended to participate in the Visitor’s Docket.

The following actions were taken:

- Blankenship moved to amend the agenda by omitting Item 5 “Trustee Orientation” since the presenter could not attend the meeting. Crosby seconded and the motion passed unanimously.
- Poe moved to approve the minutes from the November 4 and December 2, 2019 Board meetings as presented. Whiddon seconded; the motion carried unanimously.
- Chesnutt reviewed some of the initial undertakings related to the newly adopted Strategic Plan and asked for volunteers to join the committee that will address renewing our mission statement and organizational values. Crosby volunteered and will ask Hodges to join the committee, as well. The initial committee meeting will be scheduled before Feb 14, if possible. Lannen, Blankenship, and Whiddon agreed to participate if the others fell through due to scheduling. Chesnutt also reviewed task assignments associated with the strategic plan and restructuring after the resignation of an associate director.
- Blankenship moved to enter into executive session to discuss the director’s salary scale; Crosby seconded and the motion passed unanimously. Poe moved to leave executive session; Blankenship seconded and the motion passed unanimously. Blankenship moved to approve the proposed change to the director’s salary scale of an annual salary for 2020 of \$66,130.17, effective immediately. Whiddon seconded and the motion passed unanimously.
- Blankenship moved to accept the renewal of the Records Retention policy as presented; Crosby seconded and the motion passed unanimously.
- Whiddon moved to remove “Miracle on Washington” event day as a closed day for the DeRidder branch in the Employee Manual. Poe seconded and the motion passed unanimously.
- Blankenship moved to approve the proposed policy regarding weapons; Crosby seconded and the motion passed unanimously.
- Blankenship moved to approve the following as the final amendment to the Fiscal Year 2019 budget:

<u>REVENUES</u>	<u>EXPENSES</u>	<u>Dedicated Fund Expenses</u>
Ad Val \$2,075,747	Personnel Services \$990,122	State Aid Grant \$0
State Rev Share \$53,255	Operational Services \$137,561	Grant Match \$0
Fees \$8,739	Materials / Supplies \$48,196	Bldg / Asset Repair /Replace \$0
Fines & payment \$11,748	Lib Materials \$205,967	East Beau CapEx \$0
Interest \$12,505	Equipmt & Furnishings \$3,616	South Beau CapEx \$0
Grants \$0.00	Training, travel, Edu. \$39,567	Hilman Fund \$0
Donations \$471	Intergovernmental \$70,981	McElveen Bequest \$0
2019 Revenues \$2,162,465	2019 Total \$1,496,010.00	2019 Subtotal \$0.00
Balance Fwd \$3,807,349		
2019 Total \$5,969,814.00		

and the following as an amendment to the Fiscal Year 2020 budget: Building & Asset Repair & Replacement fund: \$2,867,965. Whiddon seconded and the motion passed unanimously.

- Crosby moved to approve Kolder, Slaven & Co. as our auditors for FY 2019 audit and SAUP report for a quoted cost of \$9,995. Poe seconded and the motion passed (Lannen, Poe, Crosby, and Whiddon voted in favor; Blankenship did not vote).
- Discussion ensued regarding the errors from several 2019 board meeting audio recordings. Whiddon approved the Louisiana Compliance Questionnaire for Audit Engagement of Government Agencies. Poe seconded and the motion passed unanimously.
- Blankenship moved to accept the resignation of Pat Andrews as the East Beauregard representative on the board. Poe seconded and the motion passed unanimously, with all expressing their sadness to see Andrews leave.
- Chesnutt reviewed mandatory training for ethics and preventing sexual harassment; the financial disclosure form; and details of the upcoming LA Library Association conference. She will email relevant links to the board members.
- Chesnutt reported on personnel, facilities, programs / events, year-to-date budget, and circulation / statistical information from the past quarter and known upcoming events.
- Blankenship moved to adjourn; Whiddon seconded and the motion passed. Lannen adjourned the meeting at 6:25 PM.

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