

**Beauregard Parish Library Board of Control
Minutes – Feb 1, 2021**

The Beauregard Parish Library Board of Control met virtually via Zoom on Feb 1, 2021, 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 4:30 PM noting a quorum made up of trustees Molly Poe, Jo Blankenship, Beth Cuevas, Mike Harper (ex officio), Lynne Boggs, Tranquil Crosby and herself. Erin Chesnutt, Library Director, was also present. Candice Hodges was absent.

The following actions were taken:

- Blankenship moved to approve the agenda; Harper seconded. The motion passed unanimously.
- Boggs moved to approve the minutes from the Nov 2020 meeting, the FY2020 budget public hearing and board meeting, and the specially called January 2021 meeting; Blankenship seconded and the motion passed unanimously. No members of the public were present to participate in the meeting.
- Chesnutt reminded the board of the required trainings for ethics and preventing sexual harassment as well as the required financial disclosure forms. The disclosure form can be sent directly to the State Board of Ethics by May 15 or can be turned in to Chesnutt by May 5 to be included in the packet she is mailing in.
- Chesnutt shared that the Library’s annual ad valorem tax income is usually largely deposited in a single check received in mid-January. With the governor’s extending Beauregard’s property tax due date to the end of February, we received \$1.4 million in mid-January and will receive another check in mid-March.
- BPL’s current tax millage expires on 12/31/2022, meaning BPL has funding lined out through 12/31/2023. The Board needs to decide when to go to the polls for future funding and let the Police Jury know so that they can announce the intent to call the ballot. The Board tentatively selected March 26, 2022 as their ballot date and discussed what projects they’d like to see progress before then.
- Chesnutt provided a proposed final amendment to the FY 2020 budget. Blankenship moved to approve the final amendment to the 2020 budget and the initial amendment to the 2021 budget as presented (see below) and Boggs seconded. The motion carried uncontested.

| 2020 REVENUES & Fund Balances | |
|--|--------------------|
| Ad Valorem | \$1,980,155 |
| State Revenue Sharing | \$53,705 |
| Fees (Library use) | \$4,686 |
| Fines | \$1,843 |
| Gifts & Grants | \$18,309 |
| Interest | \$3,593 |
| 2020 Subtotal | \$2,069,903 |
| <i>Unassigned Bal. Fwd.</i> | \$3,092,033 |
| <i>Committed Bal. Fwd</i> | \$4,093,022 |
| Total | \$9,254,958 |

| 2020 EXPENDITURES | |
|--------------------------|--------------------|
| Personnel Services | \$1,243,538 |
| Operating Services | \$122,554 |
| Materials & Supplies | \$70,500 |
| Library Materials | \$181,413 |
| Equip. & Furnishings | \$995 |
| Training, Ed. & Travel. | \$11,810 |
| Intergovernmental | \$74,102 |
| Total | \$1,704,912 |

| 2020 Dedicated Fund Expenses | |
|-------------------------------------|-----------------|
| State Aid Grant | \$0 |
| Grant Match | \$0 |
| Bldg / Asset Repair /Replace | \$0 |
| East Beau CapEx | \$0 |
| South Beau CapEx | \$500 |
| Hilman Fund | \$0 |
| McElveen Bequest | \$0 |
| 2020 Subtotal | \$500.00 |

| FY 2021 Expenditure Amendments | |
|---------------------------------------|-------------|
| Personnel Services | \$1,304,351 |
| B.A.R.R. | \$2,549,773 |

- Boggs moved to approve the governmental compliance questionnaire; Poe seconded and the motion passed. Blankenship moved to approve Kolder, Slaven, & Co as the Library's auditor for fiscal year 2020; Crosby seconded and the motion passed unanimously.
- Cuevas moved to approve the surplus items list; Boggs seconded and the motion carried unanimously.
- Chesnutt shared that the seller of the property south of Singer approved our offer. Steve Landreaneau is working on the title history and it's going well so far. Mr Vidrine finished the survey and provided his report. An inspection of the 2 buildings is happening tomorrow; Chesnutt will forward the inspector's report or a summary thereof to the board. Chesnutt will get with architect David Brossett to see about beginning plans for renovating the building. Poe and Cuevas offered to work on this renovation committee.
- Chesnutt shared that all branches are once again open after the hurricanes. The South Beau branch opened on 1/25/20, during a shower an additional leak was spotted and a roofer went out to caulk around a vent pipe in the roof. We're keeping an eye to see if that solved the problem. The DeRidder roof is fixed and looks great; Chesnutt has a virtual meeting with FEMA on 2/4/21 to discuss the DeRidder building damages and is scheduling another for the Singer building damages. Given we intend to be out of the Singer building as soon as possible, Chesnutt is seeking to only repair the roof and get the building supports to re-level the building. Cosmetic damages will not be fixed.
- Chesnutt shared that over 5,500 Student Digital Access card accounts have been created thru the new partnership with BPSB. An email campaign to introduce the students to their new library accounts is showing early promise; we'll watch to see if we get a corresponding increase in digital resource usage.
- BPL continues to limit occupancy and mandate masks inside its facilities. We have had multiple instances of staff out to quarantine due to COVID-related circumstances but have done our best to minimize impacts to public service. This has allowed us to (safely) remain open but has meant some increases in personnel expenses during 2020.
- Chesnutt outlined some of the steps taken during 2020, the initial year of the current strategic plan, to move towards strategic goals. She asked that board members interested in serving on the upcoming committees for logo/branding and, later, website redesign, let her know. Boggs and Lannen both volunteered for this committee.
- Blankenship moved to approve the organizational values statements; Boggs seconded and the motion carried unanimously.
- Chesnutt provided reports on personnel, 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, Boggs moved and Blankenship seconded adjourning the meeting. The motion passed unanimously at 5:43 PM.

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