

**Beauregard Parish Library Board of Control**  
**Minutes – May 3, 2021**

The Beauregard Parish Library Board of Control met virtually via Zoom on May 3, 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 4:32 PM noting a quorum made up of trustees Molly Poe, Jo Blankenship, Beth Cuevas, Mike Harper (ex officio), Lynne Boggs, and herself. Erin Chesnutt, Library Director, and Julie Moncada, Associate Director, were present. Candice Hodges and Tranquil Crosby were absent.

The following actions were taken:

- Blankenship moved to amend the agenda by adding: V.(c) future meetings are expected to return to in-person format; VI(c) COVID considerations: decide if masks are still required in the library; VI(d) Logo/Brand Committee: Lannen & Boggs should expect a poll link soon to determine times when they are available for a committee meeting; VII(c) 75<sup>th</sup> Anniversary Committee volunteers; VII(d) landscape changes at DeRidder branch. Harper seconded and the motion carried unanimously.
- Cuevas moved to approve the minutes from the Feb 2021 meeting; Boggs seconded and the motion passed unanimously.
- Architect David Brossett discussed the process of designing and acquiring a modular building for the East Beauregard (Wye) branch. He plans to build on the ground work we started a few years ago in terms of elevation survey, geotechnical study, and the start of a driveway permit application. Brossett explained that supply cost has increased drastically and we’ll need to learn more about how the modular build companies are set up to handle supply and manufacturing before we know how big an impact this will have on our budget and timetable. Blankenship approved contracting with Brossett Architects to move this project forward. Boggs seconded and agreed to work on the design phase. Blankenship, Boggs, Cuevas, and Poe were in favor; Harper opposed. The motion carried. No other members of the public were present.
- Chesnutt reminded the board that required financial disclosure form can be sent directly to the State Board of Ethics by May 15 or can be turned in to Chesnutt by noon May 7 to be included in the packet she is mailing in. Chesnutt also reminded the board that she will be emailing the director’s annual evaluation form to them soon. This form should be completed and turned in to Angela Lannen by July 23 for discussion at the August board meeting. Chesnutt went on to announce that, as things stand now, future board meetings should return to an in-person format.
- Chesnutt announced that the parish’s application for partial funding for a multi-agency facility on the new Singer property is due in June. If approved, work on a new could start anywhere from summer of 2022 and beyond. In light of the uncertainty of the funding and the timeline, Chesnutt proposed keeping renovations of the existing building to only those necessary to create a safe, attractive, and efficient library branch until we know more about the other project’s timeline and viability. Blankenship moved and Cuevas seconded putting out an RFP to have the cinder block building up and running as a library branch. The motion carried unanimously. Poe, Cuevas and Chesnutt will work to come up with a plan within our existing project budget.
- Chesnutt updated the board on the LEH funded “Historic Tools and Crafts” series by telling them of the successful 1<sup>st</sup> installment of the series featuring the Common Threads Quilting Guild and the Calcasieu Cut Ups Quilting Guild. Poe shared how much she enjoyed the program. The 2<sup>nd</sup> installment will be about flint knapping and is scheduled for June 19 at 9:30 AM
- The board discussed the recent change in statewide mask mandates. Views in favor of and opposed to a requirement were expressed but ultimately Cuevas moved to maintain a mask mandate inside library facilities for the time being. Blankenship seconded. Blankenship, Boggs, Cuevas, and Poe voted in favor; Harper opposed. The motion carried.

- Chesnutt shared that the Logo & Brand committee that was briefly discussed at the last meeting is ready to start work. Lannen and Boggs, who agreed to be on this committee in February, will receive a link to a poll later this week to determine best times to meet.
- Chesnutt shared that the 2021 Summer Reading Program theme will be “Tails and Tales.” The active part of this program will run June 1 – July 31 and is slated to feature reading logs and prizes, weekly grab-n-go kits for kids, teens, and adults, multiple StoryWalks™ throughout the parish, a scavenger hunt through DeRidder businesses, guest presenters / performers for kids, teens, and adults, and a weekly “Library TV” show of The Reading Road Trip. The LibraryTV show will extend past the end of our program and last through August.
- Julie Moncada shared an overview of the 2022-2024 Technology Plan she oversaw as an accompaniment to BPL’s 2020-2025 Strategic Plan. Blankenship asked that the administration look into the cost and benefits of installing a whole-building generator on the DeRidder branch as a way to quickly provide internet access after a disaster or extended power outage for the public to contact loved ones, file insurance claims, etc. as well as have a climate controlled setting for some relief. Harper suggested seeing if FEMA assistance for funding the project is viable; Chesnutt mentioned also looking into potential grants from the National Network of Libraries of Medicine’s health outreach awards.
- Chesnutt asked if any trustees are interested in joining the 75<sup>th</sup> Anniversary planning committee. BPL’s 75<sup>th</sup> anniversary will be Dec 11, 2022 and we would like to celebrate this in a variety of ways throughout the year. Lannen and Cuevas volunteered.
- Lannen volunteered to discuss landscaping ideas for the front of the DeRidder branch, as several large shrubs are reaching their end-of-life. Blankenship made suggestions and will also check with local gardeners for recommendations.
- The board reviewed reports on personnel, community involvement, facilities updates, year-to-date financials, and recent library statistics and circulation figures. Chesnutt shared some interesting insights of 2020 vs 2019 statistics: our ratio of attendance per program improved for young adult programs (20:1 vs 11:1) and adult programs (13:1 vs 12:1); e-content circulation rose to 106% and database use rose to 145% of what it was in 2019.
- With no other business to discuss, Harper moved to adjourn and Blankenship seconded. The motion carried unanimously and Lannen adjourned the meeting at 6:08.

/s / Erin N Chesnutt, Director & Secretary to the Board