

Beauregard Parish Library Board of Control
Minutes – Nov 1, 2021

The Beauregard Parish Library (BPL) Board of Control met in regularly called session on Nov 1. This meeting was held in the meeting room of the DeRidder branch at 205 S. Washington St., DeRidder, LA 70634. President Angela Lannen called the meeting to order at 4:34 and noted a quorum comprised of Tranquil Crosby, Jo Blankenship, Beth Cuevas, Molly Poe, and herself. Candice Hodges, Lynne Boggs, and Mike Harper were absent. Also present were David Brossett of Brossett Architects and Erin Chesnutt, BPL director. The following occurred:

- Approve the agenda (motion: Cuevas; second: Blankenship. Unanimous)
- Approved minutes from August 2021 meeting (motion: Poe; second: Crosby. Unanimous)
- Public participation: Mr Brossett announced that we are about 30 days away from being ready to advertise for bids on the Wye branch project. He needs to meet with the appointed members made up of Lannen, Boggs, and Chesnutt to finalize details on signage and such. The board authorized this group to approve requesting that the Police Jury advertise the bid once the details are finalized (motion: Blankenship; second: Cuevas. Unanimous).
 - Chesnutt noted that our ISP has offered to upgrade the internet delivery at the new Wye location from microwave to fiber with a service contract extension. She has accepted the offer.
- Chesnutt presented a proposed budget for fiscal year 2022. After some discussion, the proposal was approved (motion: Blankenship; second: Poe. Unanimous). The proposed budget includes:
 - Revenues: ad valorem of \$2,304,802; state revenue sharing of \$54,408; fees of \$3,000; fines of \$1,000; interest of \$400; grants/donations/gifts of \$1,300 for an anticipated annual revenue totaling \$2,364,910. Annual Expenses: personnel of \$1,310,848; operational of \$309,755; materials/supplies of \$70,000; library materials of \$291,341; equipment/furnishings of \$70,000; training / travel / education of \$30,000; and intergovernmental of \$78,000 for an expected annual expenditures totaling \$2,159,944. Dedicated funds: grant match or \$10,000; building and asset repair / replacement of \$2,489,773; East Beau CapEx of \$465,000; South Beau CapEx of \$603,500; Singer CapEx of \$277,333; Hillan fund of \$55; McElveen bequest of \$249,959; and 75th anniversary fund of \$6,000 totaling \$4,101,620 in dedicated funds. The expected beginning fund balance is \$7,472,704 and expected ending fund balance is \$3,576,050.
 - A budget committee of Crosby, Lannen, and Blankenship was appointed and a public hearing and budget adoption meeting was scheduled for November 29 at 6:10pm at 205 S. Washington St. in DeRidder, La (motion: Blankenship; second: Cuevas. Unanimous). A copy of the proposed budget will be available upon request for review at the DeRidder library branch during all open hours between Nov 3, 2021 and the public hearing.
- Chesnutt reviewed the planned procedure for handling staff COVID exposure going forward. This is a procedure rather than a policy as recommendations from the CDC may cause frequent changes in the procedure. The procedure will be modified to include “Quarantine and Returning to Work procedure is subject to change and follows the most recent recommendations of the Centers for Disease Control.”
- Chesnutt shared e-rate has approved paying for 80% of the cost of running a fiber connection to the new Singer branch location. The Fire Marshal’s office still has our plans for renovating for ADA compliance. Additional remodeling notes are ready to share with contractors for estimates as soon as approval is secured. Poe, Cuevas, and Chesnutt discussed the finishes with an interior design intern on Oct 25. 2 contractors have expressed interest in providing quotes for the project.

- Chesnutt shared that she has signed a Letter of Intent for occupancy at the proposed Singer Center multi-agency facility. This LOI is non-contractual and details of the lease and any discount remain to be discussed.
- Chesnutt shared that FEMA approved reimbursing 90% of eligible costs for damages sustained at the DeRidder and Singer branches during Hurricane Laura. A check for \$93,027 was received on Oct 13. FEMA is still determining if and how much of BPL's emergency protective measures are eligible for reimbursement.
- Chesnutt announced that the Police Jury did approve putting the Library's millage continuation on the ballot for April 30, 2022. This tax election coincides with our 75th anniversary year.
- Chesnutt reviewed data regarding the impact going "Fine Free" in 2020 has had on the library. Given how tumultuous 2020 was on operations as well as our patrons' lives, we really only have 1 partial year of reliable data. While the data does not show any detriment to the library, it isn't enough data to indicate any trends. BPL will continue the Fine Free pilot and continue monitoring its impact on the library (motion: Cuevas; second: Crosby. Unanimous).
- In a written update, Julie Moncada noted that the Website Committee has selected Novare Library Services to design and create the library's new website which will be hosted onsite. ARPA funds will cover the design cost and the go-live date is expected to be in January 2022.
- In a written update, Julie Moncada noted that the 75th Anniversary Committee has kicked off celebrations with an art contest for K-12 students. We had over 540 submissions and winners were decided by votes from over 700 voters online and at our Fair booth. Anniversary stickers are being placed on the spine of all new items in our collection. 4 signature events in 2022 will help celebrate the anniversary beginning with a kick-off in January and an anniversary open house or similar on December 10, 2022.
- The board reviewed the year-to-date finances and amended the current budget's Building and Asset Repair and Replacement fund to \$2,495,773 (motion: Blankenship; second: Poe. Unanimous). This \$44,000 reduction balances the \$44,000 increase to the East Beauregard CapEx fund from earlier this year.
- In reviewing circulation and statistical reports, Chesnutt noted that at the ARSL virtual conference last month had some suggestions on ways to promote the collection. She wants to discuss implementing them with the marketing consultant to try and increase circulation figures over the next year.
- Chesnutt reviewed an activities report to include personnel and community involvement matters from the past 3 months.
- Lannen adjourned the meeting at 6:10 (motion: Cuevas; second: Blankenship)

Respectfully submitted,

/s / Erin Chesnutt

Director & Secretary to the Board