



Beauregard Parish Library
205 S. Washington Ave
DeRidder, La 70634

Board Meeting Minutes

The Beauregard parish Library Board of Control met in regularly-called session on Monday, Aug 15, 2022 at 205. S Washington Ave. in DeRidder, LA. President Angela Lannen called the meeting to order at 4:34 and noted Lynne Boggs, Beth Cuevas, Jo Blankenship, Molly Poe, Kelly Bailey, Bridget Sonnier were in attendance in addition to herself and Director Erin Chesnutt. Tranquil Crosby was absent. No other members of the public were present. The following business did occur:

- Blankenship moved to approve the agenda; Cuevas seconded and the motion carried unanimously.
- Bailey moved to approve the minutes from the May 2022 meeting as well as the East Beauregard CapEx Committee and specially called board meeting both held on June 15. Boggs seconded and the motion carried unanimously.
- Chesnutt reported that bids for the East Beauregard branch will be opened on Aug. 24 at the Police Jury office.
- Poe shared that one of her cousins-in-law would like to donate a bench to the library. Boggs moved to accept the donation; Cuevas seconded and the motion carried unanimously. The bench will be installed in front of the new West Central branch.
- Chesnutt reviewed the results of the Hours community survey conducted in May 2022 and proposed a new schedule of open hours to begin Oct 1, 2022. Reasons for the change include adding hours to put BPL more in line with the number of open hours of other Louisiana systems serving similar population sizes; improving staff efficiency by having fewer short shifts; and increasing patron ease of access to all locations. In the new schedule, rural branches will close 1 hour for lunch during full days. Bailey moved to approve the proposed schedule; Poe seconded and the motion carried unanimously.

	M	T	W	TH	F	S	Weekly Total
DeRidder	9:00-6:00	9:00-6:00	9:00-6:00	9:00-7:30	9:00-6:00	9:00-1:00	50.5
<i>East (future)</i>		9:00-6:00			9:00-6:00	9:00-1:00	20
Merryville	9:00-6:00			1:00-6:00	9:00-6:00	9:00-1:00	25
S. Beau.	9:00-6:00		9:00-6:00			9:00-1:00	20
W. Central		9:00-6:00			9:00-6:00	9:00-1:00	20
							130.5

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- Pending final approval from the Sheriff's office; Blankenship moved to approve the proposed Cooperative Endeavor Agreement between BPL and BPSO for workspace at the West Central property. Boggs seconded and the motion carried unanimously.
- Chesnutt shared that there were no findings in our 2021 audit; but a few items needed to be addressed in our policies for compliance with the Statewide Agreed Upon Procedures next year. Blankenship moved to approve the proposed amendments and additions to the following policies: Credit Cards; Bank Reconciliation; Ethics; Business Continuity and Data Security; Unlawful Harassment and Sexual Harassment. Bailey seconded and the motion passed unanimously.
- Bailey moved to authorize opening accounts with UBS Financial Services and Louisiana Asset Management Pool to gain better rates of return than our current CDs. Boggs seconded and the motion passed unanimously.
- The 75th Anniversary is quickly approaching; in addition to Julie Moncada's written report, committee members Lannen and Cuevas shared progress and plans for the celebration. Lannen suggested each board member think of several people they'd like to personally invite. Blankenship moved to amend the budgeted amount for the 75th Anniversary designated fund to \$10,913; Cuevas seconded and the motion carried unanimously.
- In reviewing the year-to-date financial report, Blankenship moved to amend the budgeted amount for carry-forward revenue to \$4,391,071 to match the amount identified in our audit and the Intergovernmental expense to \$82,309. Boggs seconded and the motion carried unanimously.
- Chesnutt pointed out that our circulation and foot traffic numbers have increased drastically over last year, and shared that the library received its first Request for Collection Reconsideration in several years.
- Poe moved to enter Executive Session to discuss the director's annual evaluation; Boggs seconded and the motion carried. Blankenship moved to approve the director's increase as per the set scale with an evaluation score of 110. Boggs seconded and the motion carried unanimously.
- Blankenship moved to adjourn and Boggs seconded. The motion carried unanimously.

Respectfully submitted,

Erin N. Chesnutt,
Secretary to the Board