



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, Nov 7, 2022 at 205. S Washington Ave. in DeRidder, LA. President Angela Lannen called the meeting to order at 4:45 and noted Lynne Boggs, Beth Cuevas, Jo Blankenship, Molly Poe, and Bridget Sonnier were in attendance in addition to herself and Director Erin Chesnutt. Tranquil Crosby and Kelly Bailey were absent. David Brossett called in later for public participation. The following business did occur:

- Blankenship moved to amend the agenda to include Item 5.6 Approve investment and Item 6.1 Training Certificates Reminder (moving all other items in Section 6 “New Business” down); Boggs seconded and the motion carried unanimously.
- Boggs moved to approve the minutes from the Aug 2022 meeting with the addition “Blankenship moved and Boggs seconded to exit Executive Session.” Blankenship seconded and the motion carried unanimously.
- Architect David Brossett called in and reported that no bids were received at the Oct 13 bid opening for the East Beauregard branch. He suspects it is because contractors are still overrun with larger projects and are only just not starting to bid somewhat actively on smaller projects. He noted that historically, contractors bid higher during the holiday season and he recommends waiting until after the first of the year to re-advertise. In the meantime, he will review the project against cost estimate to be sure it is still reasonable.
- Chesnutt shared that she is considering hiring a facilities or maintenance employee for routine facilities issues beyond custodial duties but not requiring a licensed tradesman in future. The board suggested keeping a log of such instances and the time and money required to correct them for a year so as to have a baseline of comparison to determine return on investment.
- Chesnutt spoke of the proposed budget and highlights of the budget message. After some discussion, the board approved a one time 5% increase across the board of the pay scale for 2023. Administering the mechanics of the pay scale remains the same. Further, the Library will offer to take the Staff to the 2023 Louisiana Library Association conference in the spring of 2023. On motion by Blankenship, seconded by Cuevas and unanimously approved, the proposed budget for FY 2023 is as follows:

2023 FUND BALANCE PROJECTIONS

ANTICIPATED BEGINNING BALANCE	\$8,636,628
EST. ANN. REVENUES	\$2,633,061
EST. EXPENSES	-\$6,363,771
ENDING BALANCE	\$4,905,918

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<u>Anticipated Revenues</u>	2023 Proposed
Ad Val	\$2,572,194
State Rev Share	\$55,067
Fees	\$500
Fines & payment	\$3,500
Interest	\$1,300
Donations/gifts/grants	\$500
Annual Rev	\$2,633,061
Carry fwd (estimated for FY23)	\$4,627,925
Revenue Total	\$7,260,986

Expected Expenditures

Annual Expenses

Personnel Services	\$1,352,089
Operational Services	\$387,735
Materials / Supplies	\$102,000
Library Materials	\$317,120
Equipment & Furnishings	\$70,000
Training, Travel, Edu.	\$49,050
Intergovernmental	\$94,000
Subtotal	\$2,371,994

Dedicated Funds

Grant Match	\$10,000
Bldg / Asset Repair/Replace	\$2,621,598
East Beau CapEx	\$505,091
South Beau CapEx	\$603,500
Hilman Fund	\$55
McElveen Bequest	\$249,959
75th Anniversary	\$0
Rotary Grant	\$1,574

Dedicated Subtotal **\$3,991,777**

Total Expenditures **\$6,363,771**

- The proposed budget will be available for review upon request at the DeRidder library branch during all open hours between November 9 and the public hearing. On motion of Cuevas, second by Poe (carried unanimously), the Board will hold a public hearing for the proposed budget at the 205 S Washington St in DeRidder on Nov 28 at 6:10PM. A board meeting will immediately follow to discuss and adopt the budget for FY 2023.
- Blankenship moved to hold the 2023 quarterly board meetings on the 1st Monday of February

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(2/6), May (5/1), August (8/7), and November (11/6) with start times of either 4:30 or 4:45 – exact time to be included in public notices for the meetings. Poe seconded and the motion carried unanimously.

- Poe moved that the current board officers (Lannen as president and Blankenship as vice president) serve for another year. Sonnier seconded and the motion carried.
- Blankenship moved to renew the Records Retention Schedule; Cuevas seconded and the motion carried.
- Boggs moved to approve investing \$120,000 with UBS. Cuevas seconded and the motion carried.
- Chesnutt reminded the board of required annual training (ethics for public servants / board members; preventing sexual harassment; and preventing sexual harassment for supervisors) and the approaching due date for certificates of completion. Lannen asked that she send out links to the online training again.
- Boggs approved updating Section 1.5 of the Policy Manual; Blankenship seconded and the motion carried. The policy will now read:
 - 1.5 Financial Support of the Library
 - The Library receives its financial support from a parish-wide ad valorem (property) tax that must be voted on periodically.
 - Currently, the millage is 7.85 mills expiring in December 2032.
 - The Library currently receives approximately \$55,000 - \$60,000 in annual State Revenue Sharing funds to replace taxes not collected due to Homestead Exemption.
 - No other funds are regularly received for the operation and maintenance of the Library except those generated by fees, gifts, and interest.
- Lannen requested the Board approve amending the 2022 75th Anniversary budget by adding \$3,000 (to be deducted from the BARR budget). Cuevas moved to do so; Boggs seconded and the motion carried. Chesnutt requested assistance in inviting the DeRidder City Council, Merryville Town Council, and Police Jury members to the anniversary party. She has BPL on the agenda for all 3 November meetings but they all fall on the same evening. Chesnutt, Asst Director Julie Moncada, and 1 board member will be needed to divide and attend the meetings on Nov 14.
- Chesnutt reviewed the year-to-date financial report and noted a final amendment will be needed at the February meeting. The statistical report yields positive reflections of the Library's impact. In fact, a year-to-date comparison of foot-traffic in our library buildings shows a 30+% increase over last year. Circulation of physical items is also climbing, especially at the new West Central branch. She shared an Activities Report of the Aug-Oct quarter covering Personnel, Outreach & Community Involvement; Facilities; and noted that our new resource Skill Mill is going well and offering partnership opportunities.
- Cuevas moved to adjourn; Boggs seconded and the motion carried.

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