

## Library Board Minutes

The Beauregard Parish Library Board of Control met in a regularly-called meeting on Monday, Nov 6, 2023. Angela Lannen called the meeting to order at 4:45 and noted a quorum made up of Lynne Boggs, Beth Cuevas, Molly Poe and Jo Blankenship, as well as herself. Director Erin Chesnutt and architect David Brossett were also present. Absent were Tranquil Crosby, Bridget Sonnier and Kelly Bailey.

The following did occur:

- Blankenship moved to amend the agenda to include “approve SAW proposal in Section V.B, and add Section VI.B. Reminder to turn in training certificates; Boggs seconded, and the motion carried unopposed.
- Boggs moved to approve the minutes from the August 2023 meeting as presented; Blankenship seconded, and the motion carried unopposed.
- David Brossett gave an update on the Wye CapEx project. He shared the proposed color board and estimated completion date in January 2024.
- Chesnutt provided an overview of the proposed changes to the Collection Development policy, card application form, and Request for Reconsideration of Materials form based on suggestions from the State Library of Louisiana and guidance from the Attorney General’s office. Blankenship moved to approve the proposed policy and form changes; Cuevas seconded, and the motion carried unopposed.
- Chesnutt outlined the current IT department situation and proposed steps forward. She shared the proposal from Server at Work for professional services. After some discussion, Blankenship moved to accept the proposal; Poe seconded, and the motion was carried unopposed.
- Chesnutt proposed the following budget for fiscal year 2024:
  - Anticipated beginning fund balance: \$9,057,641. Anticipated ending fund bal: \$4,968,765.
  - Proposed Revenues: Ad valorem \$2,681,603; State Rev Sharing 53,589; Fees 3,000; Fines 3,000; Interest \$18,000; Gifts/donations \$200. Carry fwd: \$5,501,707
  - Proposed Annual Expenditures: Personnel \$1,443,150; Operational \$509,745; Materials/Supplies: \$139,200; Library Materials: \$329,740; Equipment & furnishings 128,800; Training, Travel, & Edu. \$46,000; Intergov. 104,500.
  - Designated Expenditures: Grant match 10,000; East Beau CapEx \$507,065; South Beau CapEx: 1,000,000; Building/Asset Repair/Replacement \$2,380,379; McElveen Bequest 249,959.

Blankenship moved to approve the proposed budget; Boggs seconded, and the motion carried unopposed. A budget committee consisting of Lannen, Blankenship, Boggs, Crosby, and Cuevas were appointed to oversee the public hearing to be held on Nov 28 at 6:15 at the

DeRidder branch.

- Chesnutt shared that invitations for the ribbon cutting of the Civil Legal Resource Booth have been sent out today. The ribbon cutting is Wed. Nov 15 at noon at the DeRidder branch.
- Chesnutt reminded trustees to get their training certificates for Ethics for Public Servants, Preventing Sexual Harassment, and Preventing Sexual Harassment for Supervisors to the library by the end of the calendar year.
- The board reviewed the year-to-date financial / budgetary report and noted that amendments will need to be made at the February 2024 meeting. They also reviewed the circulation, statistical, and activities (community involvement, facilities, and personnel) reports.
- With no other business, Lannen adjourned the meeting at 6:06 pm

Respectfully submitted,

Erin N Chesnutt, Secretary to the Board