

NATCHITOCHE PARISH LIBRARY
BOARD OF CONTROL
MEETING MINUTES
September 18, 2023

Board Members Present: Thomas Roque, Rev. Dr. Frank Fuller, Juliette Moffett, Tracy Brown, Dr. Carmella Parker, Karen Terrell, Gloria Davis, and Library Director Mona Bamburg

Board Members Absent: None

Guests: Natchitoches Times Editor Nora Drenner, Renè Lewis, Frances Walker, Courtney Freeman, Stanford Medlock, Alan Niette, Martha Uchino, and Director of Library Operations Vallery Washington

President Roque called meeting to order at 12:01pm.

Invocation was said by Rev. Dr. Frank Fuller.

Public Comments

Frances Walker and Courtney Freeman stated that they were in attendance to gain information on the progress of the Western Branch. Renè Lewis was in attendance to show her interest in being a member of the Library Board of Control when a position becomes available.

Minutes

Motion to approve the Minutes as presented of the June 22, 2023, regular meeting was made by Juliette Moffett. Gloria Davis seconded. Motion Carried.

NEW BUSINESS

2024 Library Board of Control Meeting Dates

Motion to approve the Natchitoches Parish Library Board of Control's 2024 meeting dates as presented was made by Dr. Frank Fuller. Karen Terrell seconded. Motion Carried.

Monday, March 18, 2024, at 12:00pm

Monday, June 17, 2024, at 12:00pm

Monday, September 16, 2024, at 12:00pm

Monday, December 16, 2024, at 12:00pm

2024 Natchitoches Parish Library Holiday Schedule

Motion to approve the Natchitoches Parish Library's 2024 Holiday Schedule as presented was made by Dr. Frank Fuller. Karen Terrell seconded. Motion Carried.

“Community Give Back” Fine/Fee Forgiveness Event

Motion to approve the library's “Community Give Back” Fine/Fee Forgiveness event during October, November, and December 2024 was made by Karen Terrell. Tracy Brown seconded. Motion Carried.

Staff Development Day Closure

Motion to approve library closure for the 2024 Staff Development Day – Thursday, March 28, 2024, was made by Dr. Frank Fuller. Karen Terrell seconded. Motion Carried.

2023 Budget Revisions

Motion to approve the 2023 budget revisions as presented was made by Tracy Brown. Dr. Frank Fuller seconded. Motion Carried.

Financial Agreement with Parish Government

Motion was made, as part of the 2024 Library Budget, by Tracy Brown: *In accordance with LA.RS 33:1236(35)(a), in compensation of administrative, financial, and clerical services rendered by the Parish, the Library is agreeing to pay no more than 35% of salary, hospitalization, retirement and payroll taxes for HR Manager and Treasurer; no more than 38% of salary, hospitalization, retirement and payroll taxes for other staff in the Parish Human Resources and Finance Departments. This charge is for such services actually rendered for the Library. This amount shall not exceed the projected total amount of \$116,615 nor shall it exceed more than four percent of the total revenues of the Library. This agreement shall be in place for the 2024 budget year.* Dr. Fuller seconded. Motion Carried.

2024 Group Life and Health Insurance Coverage for Employees and Retirees

Motion was made by Juliette Moffett: *So long as total costs for group life and hospitalization coverage do not exceed the projected 11%, the Natchitoches Parish Library will pay the total cost of group life and hospitalization insurance for full-time employees and retired employees of the Natchitoches Parish Library (Parish Government) with single coverage. For those full-time employees and retired employees with family coverage, the library will pay the total cost for single coverage plus one-half of the difference between single and family group life and hospitalization insurance.* Dr. Fuller seconded. Motion Carried.

Job Classifications

Motion to approve job classifications as presented was made by Tracy Brown. Karen Terrell seconded. Motion Carried.

Policy Changes/Additions

Motion to approve policy changes/ additions as presented was made by Tracy Brown. Karen Terrell seconded. Motion Carried.

Cost of Living Increase

Motion to approve a step increase from library's approved compensation scale for full-time and part-time employees who have been employed at least 1-year, effective January 1, 2024, was made by Karen Terrell. Gloria Davis seconded. Motion Carried.

2024 Budget

Motion to adopt the 2024 budget as presented was made by Tracy Brown. Dr. Fuller seconded. Motion Carried.

Surplus Items

Motion to declare 6 Mifi(s), 8 Dell OptiPlex desktops, 2 Lawn Mowers, 1 Shop Vac and 1,155 items (June-Aug 2023) from collection (books, audios, etc.) as surplus was made by Gloria Davis. Karen Terrell seconded. Motion Carried.

Reports for all departments were distributed and discussed. No action necessary.

Dr. Carmella Parker informed the members of the board of her intent to resign as a member.

The next Library Board of Control meeting will be held at the Main Branch on Monday, December 18, 2023, at 12:00pm.

With there being no other business, the meeting was adjourned at 1:22pm.