

NATCHITOCHE PARISH LIBRARY
BOARD OF CONTROL
MEETING MINUTES
January 25, 2016, 6:00PM – Northeast Branch, Campti

Board Members Present: Dr. Thomas Burns, Dr. James Guin, Mrs. Linda Jenkins, Mrs. Karen Terrell, Mrs. Gloria Waldrup-Davis, and Librarian Jessica McGrath

Board Members Absent: Mr. Thomas Roque

Guests: George Minturn, Dr. Frank Fuller, Ralph Dowden, Michael Neklutin, Tatrina Prudhomme, Geneva Walker, Amy Walmsley, Vallery Washington and Linda Young

Vice President Dr. Burns called meeting to order at 6:02pm

Dr. Burns requested that Director McGrath introduce the staff of the Northeast Branch.
Linda Young - Branch Manager; Geneva Walker - Library Assistant; Michael Neklutin - Part-time Clerk; Tatrina Prudhomme - Part-time Clerk

Invocation was said by Dr. Frank Fuller

Minutes

Motion to approve the October 13, 2015 Library Board of Control Minutes as presented was made by Dr. Guin. Mrs. Terrell seconded. Motion Carried.

North East Branch

Mr. George Minturn gave an update on the Northeast Branch in Campti, LA. Minturn stated that the Fire Marshall had signed off on the building. He stated that there were leaks around the windows and the manufacturer's representative was here working on correcting the problem. He also stated that the aluminum lettering for the building had been ordered and should have shipped on January 25, 2016.

Dr. Guin requested that a 5ft security fence with a lock be built to protect the a/c unit.

Financial Report

Vallery Washington presented the Financial Report. Highlights of Est. Trial Balance ending December 31, 2015 are as follows:

- Ad Valorem total \$2,241,783.63 / Received 100% of projected total
- Revenue total \$3,519,816.59 / Received 58,372.58 more than projected
- Expenditures total \$2,394,608.21 / Spent 83% of projected total
- Expenditures for NE Branch will show in 2016 Budget
- Est. Cash in bank as of December 31, 2015 totals \$1,125,208.38

Statistical Report

Jessica McGrath presented the Statistical Report for NE Branch Startup Collection. Please see handout.

Outreach Report

Amy Walmsley presented the Outreach Update. Program Highlights are as follows:

- Socks for Seniors December 2015
- Friends Book Sale March 17, 18 & 19th Terrell Bros Furniture
- NE Branch Grand Opening February 18 3:30-5:00pm
- Exercise Series Feb 2016/ Weds 6-7pm at NPL
- Library Express Oct 2015-Jan 2016 8 people / 42 checkouts
- Art w/ Annabel Jan 26 & Feb 23 6pm at NPL
- Mardi Gras Crafts Feb 8 & 9 4-5:30pm at NPL

Maintenance Report

Ralph Dowden presented the Maintenance/ Facilities Report. Highlights are as follows:

- NE Branch finished and Beautiful
- NE Branch landscaping completed by J&J Landscaping; coming in under budget at \$10,932.50

Librarian Report

Jessica McGrath presented the Librarian's Report. Highlights are as follows:

- Northeast Grand Opening Thursday, February 18, 2016 3:30 – 5pm
Chamber will be present for ribbon cutting ceremony
- Board meeting dates for 2016
- Request to declare weeded items as surplus

Motion to declare weeded items from the Natchitoches Parish Library collection as surplus was made by Mrs. Terrell. Dr. Guin seconded. Motion Carried.

- Mr. Weaver resigned effective December 31, 2015
- Dr. Frank Fuller has applied for appointment to the Library Board
- Appointment to the Library Board should be made at the February Parish Council Meeting
- Request that Library Board nominate a President and Vice President

Motion to nominate Dr. Thomas Burns as President of the Library Board was made by Mrs. Jenkins. Mrs. Terrell seconded. Motion Carried.

Motion to nominate Mr. Thomas Roque as Vice President of the Library Board was made by Mrs. Davis. Mrs. Terrell seconded. Motion Carried.

- Staff Development Day : Active Shooter Training May 6, 2016 – Library Closed
- Carpet replaced with Laminate Flooring in Board Room and Children's Performance Corner May 7, 2016 – Library Closed
- Request to purchase a truck and Dr. Guin adding the necessity to purchase a trailer as well

Motion to approve the purchase of a truck and trailer was made by Mrs. Jenkins. Mrs. Davis seconded. Motion Carried.

With there being no other business, the meeting was adjourned at 6:54pm.