

Beauregard Parish Library
Board of Control
1st Quarterly Meeting February 14, 2018

The Beauregard Parish Library Board of Control met in regular session this evening at 205 S. Washington St. in DeRidder, LA. The president called the meeting to order at 4:45 pm. Trustees present included Jo Blankenship, Molly Poe, Elizabeth Brasseaux, Pat Andrews, and Angela Lannen, presiding. Absent were Tranquil Crosby, Janet Pitre, Merle Stout, and Teddy Welch. Also present were Celise Reech-Harper, Albert Moliere, and Erin Chesnutt, Secretary to the Board.

Blankenship moved to amend the agenda to place the East Beauregard Capital Project at the top of the agenda; Poe seconded and the motion passed unanimously by those in attendance. Moliere updated the board on the state of the East Beauregard branch project and shared the most recent design ideas. His next step is to flesh out our feedback and begin rendering models for the board to view. Moliere announced that his inquiries to surveyors for this project yielded four responses; his firm recommends contracting with the lowest proposal (\$2,600). He expects to receive a contract within the next few weeks from Collins Land Surveyors which will be tied in with Moliere's own AIA documents, meeting the specifications our project requires. Andrews moved that Chesnutt or Lannen be authorized to sign said contract after it has received approval from legal counsel. Poe seconded and the motion passed unanimously by those in attendance.

Blankenship moved to accept the minutes of the November 1, December 6, and December 19 meetings as presented; Andrews seconded and the motion passed unanimously.

With no members of the public wishing to participate, the board moved forward in the agenda. Chesnutt explained that the Library's lease agreement with the Town of Merryville for our Merryville branch facility is due for renewal soon. Given how advantageous the terms of the lease are, Brasseaux moved to approve renewing the contract for another five years. Poe seconded and the motion passed unanimously. Chesnutt then announced her intention to move away from using a contractor to provide security guard services and hiring an employee for the position. She provided the board with a budgetary breakdown and job description. Andrews moved to approve this change; Poe seconded and it passed unanimously by those in attendance.

Poe moved to set future meeting dates as May 2, August 1, and November 7, 2018 and February 6, 2019. Brasseaux seconded and the motion passed unanimously by those present. Poe then moved to appoint Lannen as President and Blankenship as Vice-President to the Board for 2018. Andrews seconded and the motion passed unanimously by those present. Chesnutt then reminded the Board that they are required to complete ethics training for public servants each calendar year and to provide a financial disclosure to the State annually before May 15.

Chesnutt then provided an overview of the proposal to make a final amendment to the budget for fiscal year 2017 and an additional amendment to the 2018 budget. Blankenship moved to accept the proposed amendments; Poe seconded and the motion carried unanimously by those in attendance. The amended budgets read as follows :

Fiscal Year 2018 Budget Amendment	
Building & Asset Repair & Replacement	\$1,593,656.83

Fiscal Year 2017 Final Amended Budget

<u>Revenues</u>		<u>Expenditures</u>	
Ad Val	\$1,765,058.54	Personnel Services	\$933,979.26
State Rev Share	\$52,951.00	Operational Services	\$153,143.00
Fees	\$8,939.01	Materials / Supplies	\$35,819.46
Fines & payment	\$11,419.01	Lib Materials	\$206,942.15
Interest	\$1,679.61	Equipmt & Furnishings	\$7,071.30
Grants	\$0.00	Training, travel, Edu.	\$18,956.00
Donations	\$149,563.21	Inter-governmental	\$58,013.00
Total Revenues	\$1,989,610.38	Designated Funds	
		State Aid Grant	\$0.00
		Grant Match	\$0.00
		Bldg / Asset Repair /Replace	\$0.00
		East Beau CapEx	\$0.00
		South Beau CapEx	\$0.00
		Hilman Fund	\$0.00
		McElveen Bequest	\$0.00
		Total Expenditures	\$1,413,924.17

After discussing the associated costs, Blankenship also moved to approve accepting the letters of engagement from J. Aaron Cooper, CPA, LLC to provide both our review of Agreed Upon Procedures and annual audit for fiscal year 2017. Brasseaux seconded and the motion carried unanimously. Brasseaux then moved to approve the proposed policy regarding incurring debt; Andrews seconded and the motion carried unanimously by those present.

Chesnutt then provided the board with updates and reports regarding personnel, outreach, partnerships, programming, facilities and statistics. Andrews moved to authorize Chesnutt to move forward with acquiring a survey for a prospective new South Beauregard branch site. Brasseaux seconded and the motion passed unanimously by those present. Brasseaux moved to adjourn at 5:40; Andrews seconded and the motion passed unanimously.

Respectfully submitted,
/s/Erin N Chesnutt,

Secretary to the Board