

Beauregard Parish Library  
Board of Control Minutes  
November 7, 2018

The Beauregard Parish Library Board of Control met in regular, open session this evening at 205 S. Washington St., DeRidder, Louisiana 70634. President Angela Lannen called order at 4:32 and noted a quorum made up of Jo Blankenship, Pat Andrews, Tranquil Crosby, Molly Poe, and herself. Also present were Merle Stout, Erin N. Chesnutt, and Celise Reech-Harper. Absent were Elizabeth Brasseaux, Janet Pitre, and Teddy Welch. The following actions were taken:

- Andrews moved to amend the agenda by tabling the entirety of Agenda Item V to a later date. Blankenship seconded and the motion passed unanimously.
- Poe moved to approve the minutes of previous regular meeting (August 1) and special meetings (August 29 and September 12) as presented; Andrews seconded and the motion passed unanimously.
- Crosby moved to approve the following resolution; Poe seconded and the resolution passed unanimously.

**Resolution of the Beauregard Parish Library Board of Control  
To Name and Authorize a Third Check Signer on The Company NOW Account**

WHEREAS, the Beauregard Parish Library Board of Control requires two authorized signatures on every payment made by check and;

WHEREAS, a pool of three possible signatures insures fewer delays in conducting business due to to illness, injury, or absence;

NOW, THEREFORE BE IT RESOLVED, that the Beauregard Parish Library Board of Control approves Mary Breitreutz as an authorized signer.

Approved this 7<sup>th</sup> day of November, 2018.

- Chesnutt outlined the budget proposal for fiscal year 2019, describing causes for significant increased or decreased budget items. Blankenship requested a reduction to the proposed ad valorem receipts based on past realized amounts. Andrews moved to approve the Report of Anticipated Revenues and Expected Expenditures for Fiscal Year 2019 as outlined below, including the requested change; Crosby seconded and the motion passed unanimously.
- Lannen appointed Crosby, Blankenship, and herself as members of a budget committee to oversee a public hearing regarding the proposed budget. Blankenship moved to set the public hearing date for Tuesday, December 4, 2018 at 6:15 PM at 205 S. Washington St., DeRidder, LA 70634. Crosby seconded and the motion passed unanimously. A copy of the proposal will be available for review upon request at the above address during all open hours between November 8, 2018 and December 4, 2018.

**Anticipated Revenues**

Ad Val	\$1,919,769
State Rev Share	\$53,071
Fees	\$5,000
Fines & payment	\$4,000
Interest	\$1,200
Donations	\$300
2019 Rev	\$1,983,340
Carry fwd	\$4,331,340
<b>Revenue Total</b>	<b>\$6,314,680</b>

**Expected Expenditures**

<b>2019 Annual Expenses</b>	
Personnel Services	\$1,162,443
Operational Services	\$221,500
Materials / Supplies	\$50,000
Library Materials	\$371,347
Equipment & Furnishings	\$65,000
Training, Travel, Edu.	\$45,000
Intergovernmental	\$64,000
<b>2019 Subtotal</b>	<b>\$1,979,290</b>

**Dedicated Funds**

Grant Match	\$15,000
Bldg / Asset Repair/Replace	\$2,546,468
East Beau CapEx	\$421,000
South Beau CapEx	\$603,500
Hilman Fund	\$55
McElveen Bequest	\$249,959
<b>Dedicated Subtotal</b>	<b>\$3,835,982</b>
<b>Total Expenditures</b>	<b>\$5,815,272</b>

- In discussing quarterly reports, Reech-Harper highlighted program and outreach successes while Chesnutt mentioned facilities issues before briefly covering the year-to-date financial report and noting that the FY 2017 audit was finalized in August 2018. Chesnutt also noted a new schedule planned for the 2019 staff training days to include a full day of training on January 21; a half-day on May 28; and a half-day on October 14.
- Crosby moved to adjourn; Poe seconded and the motion passed unanimously by all present at 6:00 PM.

Respectfully submitted,

/ s/ Erin N Chesnutt, MLIS, Secretary to the Board