

## Beauregard Parish Library Board of Control

The Beauregard Parish Library Board of Control met at 205 S. Washington Ave. in DeRidder, Louisiana on November 4, 2019. President Angela Lannen called the meeting to order at 4:34 PM noting a quorum made up of trustees Jo Blankenship, Molly Poe, Tranquil Crosby, Candice Hodges, and herself. Erin Chesnutt, Library Director, was also present. Absent were trustees Pat Andrews, Renee Whiddon, and ex officio Teddy Welch. No visitors attended to participate in the Visitor's Docket.

The following actions were taken:

- Poe moved to amend the agenda by moving Item X, Approve Strategic Plan for 2020-2025, to Item VI and adding as point 4 of "Announcements and Reminders" a reminder of mandatory training. Blankenship seconded and the motion carried unanimously.
- Blankenship moved to approve the minutes from the August 12, 2019 Board meeting as presented. Crosby seconded; the motion carried unanimously.
- Meg Placke, Deputy State Librarian, provided via teleconference "Building Blocks for the Successful Trustee, Part 3." Topics included the director's duties, FMLA, FLSA, and ethics & harassment training requirements. Blankenship requested that the state law regarding public bidding / purchasing be sent to the trustees.
- Chesnutt shared some key findings from the strategic planning initiative and expressed her thanks to those involved in the process. Chesnutt and Carly Cumpston of Artemis Advantage, LLC discussed the proposed goals and objectives. Blankenship moved to accept the Strategic Plan; Hodges seconded and the motion passed unanimously.
- Chesnutt announced that the library is moving into a new accounting software for 2020; that a list of key definitions used in the library's statistical reports has been provided for the trustees' information; and that the ethics training and required sexual harassment training are due by the end of the calendar year. She also shared that Merle Stout has resigned as the Honorary Trustee in the past quarter. Chesnutt expressed the Library's appreciation for the years of dedication and guidance Mrs. Stout has offered. A Thank You card was passed around for all to sign; Merle's name will be added to the plaque recognizing trustees who have served more than 5 consecutive years.
- After review, Poe moved to accept the proposed changes to the policies that constitute the Board's bylaws. Blankenship seconded and the motion passed unanimously.
- Blankenship moved (Crosby seconded) to set the board meeting dates in 2020 for Feb 2, May 4, Aug 3, Nov 2 at 4:45 PM. Crosby moved (Hodges seconded) for Lannen to remain President and Blankenship to remain Vice President for 2020. Both motions passed unanimously.
- Blankenship moved to approve the proposed budget for Fiscal Year 2020 for publication and hold a public hearing regarding the budget on December 2, 2019 at 4:45 PM. Poe seconded and the motion passed unanimously. The proposed budget (below) will be available for viewing by the public during open hours of the DeRidder library branch until 4:45 December 2, 2019.

<b>2020 FUND BALANCE PROJECTIONS</b>	
BEGINNING BALANCE	\$6,787,201
EST. REVENUES	\$2,114,560
EST. EXPENSES	-\$6,047,286
ENDING BALANCE	\$2,854,475

<u>Anticipated Revenues</u>	<b>2020</b>	<b>2020 Annual Expenses</b>		<b>Dedicated Funds</b>	
Ad Val	\$2,049,554	Personnel Services	\$1,225,764.00	Grant Match	\$10,000.00
State Rev Share	\$53,206	Operational Services	\$231,500.00	Bldg / Asset Repair/Replac	\$2,378,508.00
Fees	\$6,500	Materials / Supplies	\$60,000.00	East Beau CapEx	\$421,000.00
Fines & payment	\$1,500	Library Materials	\$260,000.00	South Beau CapEx	\$603,500.00
Interest	\$3,500	Equipment & Furnishings	\$60,000.00	Singer CapEx	\$430,000.00
Donations	\$300	Training, Travel, Edu.	\$45,000.00	Hilman Fund	\$55.00
2020 Rev	\$2,114,560	Intergovernmental	\$72,000.00	McEiveen Bequest	\$249,959.00
Carry fwd	\$2,715,899	<b>Subtotal</b>	<b>\$1,954,264</b>	<b>Dedicated Subtotal</b>	<b>\$4,093,022</b>
<b>Revenue Total</b>	<b>\$4,830,459</b>				

- Blankenship moved (Crosby seconded) that the salary increase percentages on the rubric associated with the Director's performance review be amended to match the salary increase percentages associated with the performance evaluation of all staff. The motion passed unanimously. Further discussion of the Director's salary is tabled until the Feb. 2020 meeting.
- The board reviewed a year-to-date financial report, statistical, and circulation reports. Chesnutt shared the personnel report including professional development activities from this quarter. Chesnutt reported on facilities including a break-in at the Fields branch in September, increased bandwidth at the rural branches, and plans to add an entrance into the patron parking lot off 3<sup>rd</sup> Street.

There being no other business, Lannen adjourned the meeting at 6:45 PM

Respectfully submitted,  
/ s/ Erin N. Chesnutt,  
Secretary to the Board