

Minutes of the August, 2016
Meeting of the West Feliciana Parish Library Board of Control

Meeting called to order at the West Feliciana Parish Library located at 5114 Burnett Road, St. Francisville, Louisiana by Clara Ruth Saint, Board President, @ 4:30 pm after a quorum was established. Present: James Lewis, Kim Maxwell, Calvin Miller, Claire Mott, and Clara Ruth Saint. Rose Coats joined the meeting at 4:55 pm. Also present: Sam D'Quilla, District Attorney, Pat Heurtin and Glenna Fallin, Library Director. Absent: James Lewis, Kevin Couhig, President, West Feliciana Parish Council/*ex officio* member.

Proposed Agenda:

The Agenda was passed unanimously as moved by Rose Coats and seconded by Calvin Miller.

Minutes: Kim Maxwell made a motion to approve the July board minutes with amendments noted and Claire Mott made the second. The final motion also passed unanimously.

Financial Reports: A draft of the final report for 2015-2016 was distributed. A motion by Claire Mott, with a second by Calvin Miller of "no action" was passed unanimously.

Director's Report: Mrs. Fallin advised the Board of the statistical reports for July and the calendar of events for August. Mrs. Fallin's monthly written report is also available at the front desk. Final figures and statistical information for 2015-2016 will be presented next month. A community calendar meeting was held with 11 attendees and a committee was set up to review options available. A webinar attended by the director on Tutor.com that provides homework assistance will hopefully aid in the rollout at the end of August as there has not been good participation in the past. All levels of tutoring are provided at no charge. There were no participants in the Family Game night or Bike Repair Day/safety course. A discussion about Facebook ads and free public communications available to the library followed. An adjusted RFP will be sent out for website development with the Parish serving as the host for the website. The goal is for the website to be completed prior to November 1st and that the library staff is able to make updates. A cookbook exchange club will begin in August. Two additional employee evaluations remain to be given before any evaluations are turned into the parish. The Director wants to bring in an author in April that requires a three day minimum. Two other parishes and the Friends of Oakley are being contacted to be partners. A total of 4 appearances in WFP hope to be scheduled. The Director encouraged board members to join the Louisiana Reading Association as a unified member. The Young Authors Program is one of the events sponsored by the Reading Council.

Old Business:

A. Pella has been contacted directly about the window gasket problem. Allen Dwyer is helping with locating replacement ballasts for lights in the meeting room.

B. Strategic Planning: The Director has applied for a spot at the October public library strategic planning meeting to be held in Washington DC. If invited, the board will help with preparations meetings in September, the Director will attend the meeting in October and a plan will be ready in November. A motion was made by Rachel Howell and seconded by Rose Coats to approve the expenses for the Director to attend the meeting if chosen. The board approved unanimously. A decision on attendance will be made in two weeks. The Survey Monkey questionnaire used for the last two years will be sent again beginning August 1st.

C. Emergency Plan information was returned to the Director and Calvin Miller by Rachel Howell who expressed that in her research of the materials the emergency plan was better addressed by library staff who were more familiar with the contacts to be made in an emergency. The Director will forward a link to an online FEMA course so board members can be familiar with their roles in the event of an emergency.

D. Lobby furniture has been ordered, but will take several months to receive.

New Business:

A. A written report was distributed from Pat Huertin, President of Friends of the Library. The FOL is sponsoring an ice cream social on August 8th and will distribute information on (1) the children's musical performance by Betsy McGovern on Saturday, September 24th; (2) Author Tom Aswell's special program and reception on Sunday, October 16th during national FOL week and (3) the Dec. 3rd Tour of Homes.

B. After discussion, a motion was made by Rachel Howell and seconded by Calvin Miller to move the September Board meeting to Thursday, September 1st at 4:30 p.m.

C. As no bid was requested by Ins and Outs Nursery, a motion was made by Kim Maxwell and seconded by Claire Mott to move this item to the September agenda. The motion was unanimously approved.

D. Rachel Howell made a motion for the board to go into executive session for further library director evaluation at 5:23 pm with a second by Calvin Miller. The motion passed unanimously. The executive session ended at 5:50 pm and then a motion was made by Calvin Miller to come out of executive session with a second by Kim Maxwell.

There being no further business to come before the board, Rose Coats moved for adjournment and Calvin Miller seconded the motion. There being no objection, the meeting was adjourned at 5:52 pm.

Next Regular Meeting – Thursday, September 1, 2016 at 4:30 PM, West Feliciana Parish Library located at 5114 Burnett Road, St. Francisville, Louisiana

Board Members: Rose Coats, Rachel Howell, James Lewis, Kim Maxwell, Calvin Miller, Claire Mott, Clara Ruth Saint, *ex officio* Kevin Couhig, Parish President

Submitted by: Rachel R. Howell, Library Board of Control Secretary