

Minutes of the January 7, 2019
Regular Meeting of the West Feliciana Parish Library Board of Control

The meeting was called to order at the West Feliciana Parish library located at 5114 Burnett Road, St. Francisville, Louisiana by Claire Mott, Board President, at 4:30 P. M.

The roll call showed those present: Rose Coats, Meg Kendrick, Calvin Miller, Claire Mott, Adrian Percy, Nancy Vinci, and Clara Williams. Also present: Natalie Beam, Secretary, Penny Graham, Library Manager and Debbie Greer, Facility Administrator, Abe Williams, Accounts Payable, and Nakia Anderson, West Feliciana Parish.

The Agenda was approved unanimously upon the motion of Meg Kendrick with a second to the motion by Rose Coats.

The minutes of the December 3, 2018 was approved unanimously upon the motion by Rose Coats and seconded to the motion by Calvin Miller.

The Financial report for December was prepared by Nakia Anderson and Kathy Welch, W. Feliciana Parish Finance Directors. It was reviewed and accepted upon the motion by Meg Kendrick and a second by Calvin Miller.

Director's Report: Ms. Graham, Library Manager, presented the statistical reports from the previous month and advised the board the Playaway collection will no longer be separated in the statistics but included in Juvenile Circulation.

Ms. Beam reported on the meetings she has had with different community supporters of the library. She shared a portion of her focus has been on the collection development regarding budgets and vendors. Also the library's social media and website is being updated and used frequently.

Old Business: No business to report.

New Business:

- a. Approval of 2019 Calendars: All members declared approval of the library holiday calendar on the contingent it follows the parish holiday calendar. The Library Board Meeting calendar will be discussed next month regarding the March 4th. All present agreed to move the September 2nd meeting to September 9th. Mr. Adrian Percy presented the motion and Clara Williams seconded it.
- b. Staffing Considerations: President Mott asked members to start thinking on job descriptions for a full-time children's/teen's position. She also reminded members of their appointments procedures and approval by parish council.

There being no other business before the board, motion to adjourn was made by Meg Kendrick with a second by Calvin Miller at 5:11 P.M., passing unanimously.

Submitted by Natalie D. Beam, Secretary