

Minutes of the July 11, 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, Councilman Bill May, Sharla May, Councilman Mel Percy, Katie Mae Miller and Glenna Fallin, Library Director. Absent: Rachel Howell, Kevin Couhig, President, West Feliciana Parish Council/*ex officio* member.

Proposed Agenda:

The Agenda was passed unanimously as moved by Claire Mott and seconded by Calvin Miller.

Minutes: The minutes from the June 2016 regular meeting were approved and unanimously passed following the motion by Kim Maxwell with a second to the motion by Calvin Miller. James Lewis then made a motion to amend the minutes with a second by Calvin Miller which unanimously passed. Kim Maxwell made a motion to approve the minutes with amendments noted and Calvin Miller made the second. The final motion also passed unanimously.

Financial Reports: No financial reports were presented.

Director's Report: Mrs. Fallin advised the Board of the statistical reports for June and the calendar of events for July. Mrs. Fallin's monthly written report is also available at the front desk. Staff cataloged 55 additional DVDs this month with more to come. Family Board Game Week is scheduled for the last week of July from 5:00-7:00 pm. A Bike Repair Day presented by Ike Snowden along with a bike safety course will be held Saturday, July 16th and will be posted on Facebook tomorrow. A cookbook exchange club will begin in August. There were two well attended musical performances. Additional job duties for each employee were received last Friday and evaluations will be completed by Tuesday, July 12th. The updated meeting room policy was distributed with updates included from the June board meeting. Mrs. Fallin reported many exciting ideas from the June ALA meeting in Orlando in addition to the training she received as a recipient of the Great Stories Club Grant.

Old Business:

A. The updated cameras approved at the June board meeting that included several additional cameras and an updated camera on the playground have been installed and have already been accessed by local police who were impressed with the quality of the pictures provided. A motion was made by Rose Coats with a second from James Lewis to approve the purchase of two updated café tables from the ones presented at the June meeting. The motion passed unanimously.

B. A review of the 2015 statistical report noted that all volunteer hours were performed by teens and included a daily three hour shift by a high school student who has now graduated. Children programming numbers included several weekly programs done by Laura Lindsey held at the First Baptist Church that no longer offers a day program for children.

C. The light fixtures and bulbs in several areas continue to be an ongoing problem. Suggestions about replacing the ballasts and all the abnormally sized can lights have been mentioned by another library that used the same architect. Our architect has not responded and Allen Dwyer and several other companies have been contacted.

D. There was no useful strategic planning sessions at the ALA meeting that applied to public libraries, but the ALA Public Library Association is offering a 3 day October training course in Washington DC. The Survey Monkey questionnaire used for the last two years will be sent again beginning August 1st.

E. Caroline Alberstadt presented a revised furniture plan for the lobby that was less than half of the \$22,000.00 original proposal received at the April board meeting. The Library Director has a current balance of \$9,490.56 in its virtual account from the Friends of the Library (FOL) as a result of 65% of the FOL fundraisers. A motion was made by Calvin Miller and seconded by James Lewis to have the Library Director prepare a resolution concerning the purchase of the lobby furniture. The motion passed unanimously.

New Business:

A. Mrs. Heurtin discussed the results of the FOL planning meeting held earlier today. Catherine Leake, Chairman of the Tour of Homes, has made great progress and has an enthusiastic committee. Ms. Leake is concerned about how to get more website exposure by linking with the Library website. Mrs. Fallin stated that a new company has not been selected to revamp the website and no changes can be made to the old site at this time. Mrs. Fallin stated a new website would be up and available by November. The FOL is sponsoring a children's musical performance by Betsy McGovern on Saturday, September 24th. Steve Winham is chairing an event on Sunday, October 16th during national FOL week, featuring author, Tom Aswell. A discussion was held about how to better promote the commemorative bricks available in the courtyard. Ins and Outs nursery has been hired to maintain the courtyard at the expense of the FOL. Several FOL members have asked about the return of the annual book sale and Mrs. Fallin stated that the library made more money selling the books in the lobby year round. The FOL are waiting on a proposal from Caroline Alberstadt on the cost of several art walls for the library, pending approval of the Library board.

B. A discussion was held about inviting Nancy Roppolo with Ins and Outs Nursery to the August Board Meeting to present a formal bid to maintain the non-courtyard flower beds at the library. A verbal cost of \$200 per month or \$2,400 will be required. Mrs. Fallin stated there was money in the budget for this expense.

C. Rose Coats made a motion for the board to go into executive session for further library director evaluation at 5:46 pm with a second by James Lewis. The motion passed unanimously. The executive session was for 30 minutes (6:16pm) and then a motion was made by James Lewis to come out of executive session with a second by Calvin Miller.

There being no further business to come before the board, Calvin Miller moved for adjournment and Claire Mott seconded the motion. There being no objection, the meeting was adjourned at 6:20 pm.

Next Regular Meeting – Monday, August 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