

Ouachita Parish Public Library

Board of Control

MINUTES

January 11, 2018

The Ouachita Parish Public Library Board of Control met on Thursday, January 11, 2018 at 12:00 noon at the Main Branch. The following members were present: Dr. Bette Kauffman, President; Ms. Betty Cooper; Mr. Wyman Mardis; Ms. Pat Moore; Mr. William Krutzer. Absent were Mr. Darris Waren and Ms. Andrea Griggs. Also present were Mr. Brad Cammack; Mr. Bill Land; Mr. Bill Roark; Ms. Nancy Green and Ms. Robin Toms, Secretary.

President Bette Kauffman called the meeting to order and gave the invocation.

There were no agenda changes.

The president welcomed guests Bill Land, Brad Cammack and Bill Roark.

There were no public comments.

The minutes from the November 15, 2017 meeting were reviewed and approved on a motion by Mr. Mardis, seconded by Ms. Cooper.

The president called for the library director to present the reports.

The statistical reports for November 2017 and December 2017 were presented. There was a discussion concerning the circulation and use of physical items such as books, books on CD, DVDs, etc. and the availability and use of digital services and collections. Mr. Krutzer suggested that the statistical report be re-formatted to emphasize the use of digital e-services to better reflect the use of a 21st Century library. Ms. Toms agreed and said this could be done. The statistical reports for November and December 2017 were approved on motion by Mr. Krutzer, seconded by Mr. Mardis.

The financial report for December 2017 was presented and was approved on a motion by Ms. Moore, seconded by Ms. Cooper.

Personnel changes for November and December 2017 were reviewed, and both approved on motion by Ms. Moore, seconded by Mr. Mardis.

Under Unfinished Business, the effective date of 2018 merit raises for qualifying employees was discussed. The following motion was made by Mr. Krutzer, seconded by Ms. Moore: As per the adopted 2018 budget that includes a 4% merit raise for employees, the board grants the 4% raises to take effect

on 1-15-2018. In addition, the effective date of the 6% merit raise for the director, also included in the 2018 adopted budget, be effective 1-15-2018. The motion was approved.

The president recognized Bill Roark of Tri-State Properties. Mr. Roark was present to explain the standard terms of the buyer's agreement previously presented for the board's review and to answer questions from the board. A motion was made by Mr. Krutzer, seconded by Ms. Moore, to discuss the agreement to determine the terms. It was determined that the terms of the agreement could be discussed by the board in an open meeting without approval of a formal motion. After discussion, Mr. Krutzer's original motion was then amended by Mr. Mardis, seconded by Ms. Moore as follows: Motion to enter into a buyer's agreement with Tri-State Properties, LLC, Bill Roark, Broker, to represent the library board as the board's agent for a term of nine (9) months beginning 1/15/2018. Motion approved.

Under New Business, out-of-state travel requests were reviewed. Motion Mr. Mardis, seconded by Ms. Moore, to approve out-of-state travel for Eileen Kontrovitz and Leslie Plauche to the IUG Annual Conference in Orlando, FL, April 23 – 26, 2018. Motion approved. Motion Ms. Moore, seconded by Mr. Krutzer, to approve out-of-state travel for Robin Toms, LaKeisha Bosworth and Dana Robertson to the PLA Annual Conference in Philadelphia, PA, March 20-24, 2018. Motion approved.

Under Election of Officers, President Kauffman opened the floor for nominations for board officers for 2018. Officers for 2017 were Bette Kauffman, President; Andrea Griggs, Vice-President; Trail Blazer Library System Voting Representative, Bette Kauffman. A motion to retain the current officers for 2018 was made by Mr. Krutzer, seconded by Mr. Mardis. Motion approved.

The president stated that the next meeting would be Thursday, February 8, 2018 at 12:00 noon at the Sterlington Memorial Branch.

The meeting was adjourned on motion by Ms. Moore, seconded by Ms. Cooper.

Respectfully,

Robin M. Toms, Secretary

Bette J. Kauffman, President