



*Ouachita Parish Public Library
Board of Control*

MINUTES

*(corrected as of 11/15/2017)

September 14, 2017

The Ouachita Parish Public Library Board of Control met on Thursday, September 14, 2017 at 12:00 noon at the Louise Williams Branch Library. Present were Dr. Bette Kauffman, President; Mrs. Andrea Griggs, Vice-President; Mrs. Betty Cooper, Trustee; Mr. Darris Waren, Trustee; Mr. Wyman Mardis, Trustee and Mrs. Pat Moore, ex-officio member. Absent was Mr. William Krutzer, Trustee. Also present was Mr. Bill Land, Land 3 Architect, Inc.; Mrs. Nancy Green, OPPL and Mrs. Robin Toms, Secretary.

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

There were no agenda changes.

Mr. Bill Land, Land 3 Architect, Inc. was welcomed as a guest.

There were no public comments.

The minutes from the previous meeting held on August 10, 2017 were reviewed and approved on a motion by Ms. Moore, seconded by Mr. Waren.

Ms. Toms presented the statistical report for August 2017. It was noted that circulation was down 8.6% as compared with August of 2016 and down 4.2% for the first eight months of 2017 as compared with the same period of 2016. Library visits, total use and total patron use for the month of August 2017 also decreased from the previous August of 2016. Program attendance increased by 1,235 and total number of programs held increased by 27 for August of 2017 as compared with August of 2016. Ms. Toms noted that August is typically a "slow" month for programming each year as summer reading has just ended and school just re-starting; however, many branches now continue to offer programs in August to maintain consistency for the patrons. Ms. Toms also reported that public computer classes are now beginning to be offered at the Searcy Memorial Branch in addition to the Anna Meyer Family Learning Center Branch. There was a discussion on various factors related to circulation and library visits decreasing

since last year. Ms. Cooper stated that the new website and the new format for the monthly newsletter/calendar are both improvements in helping inform the public of the library's many services and programs. Dr. Kauffman said that while the current outside public relations firm does an excellent job promoting the library, it has become necessary to hire someone in a full-time position for public relations, marketing and communications and this position should be filled as budgeted with a qualified applicant with a degree in that field and documented work experience. Ms. Toms agreed and said she would work toward filling that position as quickly as possible. Following the discussion, the statistical report for August 2017 was approved on a motion by Mr. Waren, seconded by Ms. Cooper.

The financial report as of August 31, 2017 was reviewed and approved on a motion by Ms. Cooper, seconded by Ms. Griggs.

The personnel report for August 2017 was reviewed and approved on a motion by Mr. Waren, seconded by Mr. Mardis.

Under Unfinished Business, Ms. Toms reviewed instructions for the annual evaluation of the Library Director. The evaluation will be included on the agenda of the regular meeting scheduled for Thursday, November 9, 2017.

Also under Unfinished Business was a continued discussion of the library's strategic plan. Ms. Toms stated that the consensus of the board has been that the Main Branch and the Carver-McDonald Branch are the two branches most in need of extensive renovations or possible replacement. Ms. Toms suggested that the board might want to consider closing the current Carver-McDonald Branch and move forward to purchase property and design and construct a replacement branch for Carver. Ms. Toms stated that the Carver staff could be re-assigned to work at other branches and that funds currently spent for other annual operating expenses for Carver-McDonald could be re-allocated toward construction costs for a replacement branch for Carver. Ms. Toms suggested that a new branch could be built to also house the system's bookmobile and outreach department, thus providing additional staff at that location, additional space to house the bookmobile collection and make more of it available to the public rather than in closed stacks as it currently is at Main Branch. Additionally, a new branch could include an enclosed garage to securely house the bookmobile and outreach van. Ms. Moore expressed concern that a temporary closure of the Carver-McDonald Branch could result in a permanent closure if misinterpreted as the branch is not needed. The discussion also included the Main Branch. Mrs. Toms said she had again contacted the agent concerning the former Albertson's building to inquire if it was still available. Mrs. Toms said that with current growth and development in that area of north Monroe and the location of the building on US 165 & Forsythe extension, this would be an accessible location to serve all. The current location of the Main Branch and potential renovation, expansion or replacement was further discussed. Mrs. Toms was instructed to contact Bill Roark to inquire about available land or commercial buildings within the city limits of Monroe for possible locations for the Main Branch and the Carver-McDonald Branch.

Mr. Mardis had to leave the meeting at this time.

Under New Business, the Director requested approval to close all branches to the public from 9 am until 12 pm on Wednesday, September 27, 2017 for mandatory staff training for all OPPJ employees, including library staff. All branches would open to the public on September 27, 2017 at 12:00 noon. The date and time of the closure for mandatory staff training was approved on a motion by Mr. Waren, seconded by Ms. Moore.

Ms. Toms reported that the Northeast Louisiana Library Trustee Association and Trail Blazer Library System annual meeting would be held on Friday, September 22, 2017 and stated that a new voting member would need to be elected to represent Ouachita due to the resignation of Ouachita's previous voting member, Dinah Williams. Dr. Kauffman said that she planned to attend the meeting and would volunteer to serve as the voting member. Dr. Bette Kauffman was approved as the voting member representing the Ouachita Parish Public Library on the Trail Blazer Library System Board of Commissioners on a motion by Mr. Waren, seconded by Ms. Moore.

Director Robin Toms presented an out-of-state travel request for the following four employees to attend the Association of Bookmobile & Outreach Services Conference to be held October 25-27, 2017 in Pittsburgh, PA: Linda McClinton, Dana Robertson, Holly Priestley & Jade Wheeler. The request was approved on a motion by Mr. Waren, seconded by Ms. Moore.

All members were reminded that the next regular meeting would be held on Thursday, October 10, 2017 at 12:00 noon at the Main Branch.

There being no further business, the meeting was adjourned on motion by Mr. Waren, seconded by Ms. Cooper.

Respectfully submitted,

Robin M. Toms, Secretary, Ouachita Parish Public Library Board

Dr. Bette Kauffman, President, Ouachita Parish Public Library Board

*Note: Corrected minutes of 9/14/2017 meeting as approved by board on motion by Krutzer, seconded by Cooper at the 11/15/2017 board meeting.

rmt