



*Ouachita Parish Public Library  
Board of Control*

**MINUTES**

**November 15, 2017**

The Ouachita Parish Public Library Board of Control met on Thursday, November 15, 2017 at 12:00 noon at the Main Branch. Present were Dr. Bette Kauffman, President; Ms. Betty Cooper, Trustee; Mr. Darris Waren, Trustee; Mr. Wyman Mardis, Trustee and Mr. William Krutzer, Trustee. Absent were Ms. Andrea Griggs, Vice-President and Ms. Pat Moore, ex-officio member. Also present were Mr. Brad Cammack, OPPJ Treasurer; 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.

There were no public comments.

The minutes from the previous meeting held on September 14, 2017 were reviewed. There was one correction, as follows: "Dr. Kauffman stated that the new website and the new format for the monthly newsletter/calendar are both improvements..." was corrected to read "Betty Cooper stated..." rather than "Dr. Kauffman stated...". The minutes were approved as corrected on a motion by Mr. Krutzer, seconded by Ms. Cooper.

The statistical reports for September and October 2017 were reviewed and both approved on a motion by Mr. Waren, seconded by Mr. Krutzer.

The financial report as of October 31, 2017 was reviewed and approved on a motion by Mr. Waren, seconded by Mr. Krutzer.

The personnel reports for September and October 2017 were reviewed and both approved on a motion by Mr. Krutzer, seconded by Ms. Cooper.

Under Unfinished Business, Ms. Toms reported that she had contacted Bill Roark with Tri-State Properties per the board's previous instruction. Mr. Roark provided Ms. Toms with a copy of a blank buyer's agreement form and Ms. Toms presented it for the board's information and review. After discussion, no action was taken on the agreement at this time.

Also under Unfinished Business, the Director's self-evaluation has not yet been completed. Ms. Toms is to complete it and forward it on to the board.

Under New Business, the proposed amended 2017 budget and proposed 2018 budget were reviewed. On motion by Mr. Mardis, seconded by Mr. Waren, the 2017 amended budget was approved as presented and the 2018 proposed budget was approved with a 4% merit increase for library staff as recommended by the Director and with an additional 4% increase in the administrative salary line item.

Ms. Toms was asked to leave the room so the board could discuss the salary for the Director. Ms. Toms and Ms. Green left the room. After discussion, Ms. Toms returned to the room. A motion was made by Mr. Waren, seconded by Mr. Krutzer, to grant a raise in salary of 6% to the Director, with an effective date of 12/18/2017. The motion was approved.

The 2018 proposed library holiday and closing schedule was reviewed and approved as presented on motion by Mr. Krutzer, seconded by Ms. Cooper.

The 2018 proposed schedule of library board meeting dates and locations was approved as presented on motion by Mr. Krutzer, seconded by Ms. Cooper.

The members were reminded that the next regular meeting would be held on Thursday, December 7, 2017 at 12:00 noon at the Ouachita Valley Branch.

There being no further business, the meeting was adjourned.

Respectfully submitted,

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

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