

Ouachita Parish Public Library

Board Of Control

Minutes

January 13, 2022

Library Board of Control Meeting met on Thursday, January 13, 2022, at the Main Branch of the Ouachita Parish Public Library. In attendance were the following members: Mr. Darris Waren, Vice-President; Mr. Wyman Mardis, Ms. Alex Webre, Ms. Misti Cordell, and Mr. Larry Bratton, ex-officio member. Ms. Betty Ward Cooper, President, Ms. Kathy Craig, and Mr. Robert Wright, Jr. were absent. Also attending were Mr. Brad Cammack, OPPJ Treasurer; Ms. Nancy Green, OPPL Interim Director; and Ms. Casie Castle, OPPL Business Manager.

Vice President Darris Waren called the meeting to order at 12:05pm and gave the invocation.

Vice President Waren called for any agenda changes. Ms. Green asked to move the Financial Report to the end of the reports to be discussed.

The Vice President called for any public comments. There were none.

The minutes from the previous meeting held on December 9, 2021, were approved on a motion by Mr. Mardis, seconded by Ms. Webre with all present voting in favor of approval.

The Vice President called for Ms. Green to review OPPL's monthly reports. Ms. Green noted various aspects of the December 2021 statistical report compared to the previous year's report. She discussed items such as Physical Circulation statistics being down, noting that Circulation statistics usually were down in December; however, COVID has added to the decline in statistics as well. Ms. Green also discussed that eService statistics are still holding steady. She also mentioned that fine reports for the month of December were available now that the Business Office is getting caught up posting deposits to its accounting software from when the OPPL system went down in April. In-house computer use is holding. There was a decline in Children's program participation, but Ms. Green discussed how the OPPL Youth Services Coordinator, LaKeisha Bosworth, is making plans to set up cameras at each branch for Children's and YA librarians to be able to still reach schools during the times they cannot visit in person due to COVID. Ms. Green also noted that visits to the library are holding. Ms. Green discussed the Annual statistical report for the library as well. She noted that Physical Circulation for the years 2020 and 2021 were down but not as bad as anticipated considering COVID and the malware attack. eServices for the library are holding, and the online book club the library has is doing well. This is believed to be because these services offered still allow patrons to access the

library in a safe way during COVID. Ms. Green also noted that in-house use of items was good for the annual report. The monthly statistical report for December 2021 and the annual report for the year 2021 were both approved on a motion by Ms. Webre, seconded by Ms. Cordell.

The personnel report for December 2021 was reviewed by Ms. Green, noting that there were only 3 changes in staff with 2 resignations and 1 new hire during the month. The OPPL personnel report was approved on a motion by Mr. Bratton, seconded by Ms. Cordell.

For the December 2021 financial report, Ms. Green called on Mr. Brad Cammack, OPPJ Treasurer. Mr. Cammack noted that the Adjusted 2021 budget was close to where the actual budget appeared to be ending up for the close of the year. He also noted that not all property tax was in. Mr. Cammack gave an update on the Police Jury Finance Committee concerns from the OPPJ Finance Committee meeting held in December 2021 where the OPPL revised 2021 and proposed 2022 budgets were approved. One concern was the library's wanting to budget \$1,000,000 to Capital Outlay to begin renovations/repairs to the Main Branch when the renovations planned in years past have not begun yet. Mr. Cammack discussed how Mr. Bratton tried to explain to the Police Jury Finance Committee that renovations had to be reduced in scope in order to start soon with the funds available to the library. Mr. Bratton expressed the need to show that something was being done especially when the tax renewal vote for OPPL draws near. Vice President Warren asked about public service marketing to better promote services offered by the library. Ms. Cordell agreed that some sort of informational pamphlet may need to be created to better promote all the library has to offer. Mr. Warren also asked about the possibility of having Mr. Bill Land, a local architect used regularly by OPPJ, to attend next month's meeting and ask what can be done as far as renovations to the Main Branch for \$5,000,000. Mr. Bratton suggested once a plan is made of what to be done to begin renovations that the plan be presented to show that changes are being made to the branch. Mr. Cammack expressed the Police Jury Finance Committee's comments that \$6,000,000 in Capital Outlay was an amount they were comfortable with for the Main Branch to use for renovations. Mr. Cammack also noted that the Capital Outlay would be increasing to \$8,000,000 over the next few years to be used for other branch renovations such as the Carver-McDonald Branch. Mr. Cammack then noted the budgeted amount in 2022 for a new Bookmobile, in case one is needed. He also mentioned the 2% across the board raise for all library employees as well as vacant positions that were included in the proposed salary budget for 2022. He then noted the salary for a new Library Director was also included in the budget along with the intent that the new Director would most likely play a role in filling some of the vacant positions budgeted for. It was also mentioned by Mr. Cammack that the Police Jury had concerns with the OPPL IT issues; however, Ms. Green explained that the OPPJ IT department had met with the library IT department and offered assistance in getting all the branches back up and running from the malware attack that shut down the network. The financial reports were approved as presented on a motion made by Ms. Cordell, seconded by Ms. Webre.

Vice President Waren addressed Ms. Webre as the chair of the Director Selection Team for an update on the candidates who had applied for the Director's position. Ms. Webre discussed that 4 applications had been submitted and that the Selection Team had decided to interview all 4 applicants. Ms. Webre went over each applicants resume to give the board an idea of the background on each applicant. The applicants named were: Cynthia Robertson, Jeremy Bolom, LaKeisha Bosworth, and Connie Lawman. It was decided that the interviews would take place by the entire board at an impromptu board meeting held on February 3, 2022. The location for the interviews was decided to be Century Next Bank on Tower Drive where Ms. Webre is employed. The bank has a conference room that will serve as an off-site location since two applicants are current OPPL employees. The interviews will take place in executive session of the board meeting and be scheduled to last 1 hour each starting at 10:00am and 11:00am followed by a 1-hour lunch break for the board, and the final interviews will be scheduled at 1:00pm and 2:00pm. Mr. Cammack was asked to discuss with Mr. Jay Mitchell, OPPJ Assistant District Attorney, to be sure of the legality of the board meeting and the executive session to ensure everything was done properly.

The meeting was adjourned on a motion by Ms. Cordell, seconded by Ms. Webre, with all voting in favor.

The next regular meeting will be held on Thursday, February 10, 2022, at the Anna Meyer Branch Library.

Respectfully,

Betty Ward-Cooper, President

Nancy Green, Secretary