

Ouachita Parish Public Library

Board of Control

Minutes

November 10, 2022

The Ouachita Parish Public Library Board of Control Meeting was held on Thursday, November 10, 2022, at the Main Branch of the Ouachita Parish Public Library. In attendance were the following members: Ms. Betty Ward- Cooper, President; Mr. Darris Waren, Vice-President; Mr. Wyman Mardis; Mr. Larry Bratton, ex-officio member; Ms. Alex Webre; Ms. Misti Cordell; and Ms. Kathy Craig. Mr. Robert Wright, Jr. was absent due to resignation. Also attending were Mr. Jay Mitchell, OPPJ Assistant District Attorney; Ms. Nancy Green, OPPL Acting Director; Ms. LaKeisha Bosworth, OPPL Assistant Director; and Ms. Casie Castle, OPPL Business Manager.

President Betty Ward -Cooper called the meeting to order at 12:06pm and Mr. Waren led the invocation.

The agenda was approved as presented on a motion by Mr. Mardis, seconded by Ms. Webre.

President Cooper welcomed guest Ms. Dilcie McDonald Green. President Cooper called for any public comments. There were none.

The minutes from the previous meeting held on October 13, 2022, were approved on a motion by Mr. Waren, seconded by Ms. Craig with all present voting in favor of approval.

Monthly Statistical, Financial, and Personnel Reports from October of 2022 were presented.

Ms. Green noted that Physical Circulation had increased by 13.3% and also noted that Reference questions, In-House usage, and Meeting and Other Room usage had all increased as well as eServices and Children's Programs. Overall number of programs for the month of October 2022 was 655 with a total of 5,821 patrons in attendance. Ms. Green mentioned that Young Adult in-house programs at Searcy Memorial branch showed 304 patrons in attendance due to the branch's partnering with Woodlawn Middle School. Ms. Webre asked if the library could reach out to more schools to become involved in coming to the branches for programming to which Ms. Green and Ms. Bosworth both replied the branches are doing just that. Ms. Green noted improvement in the Statistical overview comparison of October 2022 over October 2021. The Statistical Report was approved on a motion by Ms. Cordell, seconded by Ms. Webre.

The Financial Report for October 2022 was presented and the encumbered amount under the account line Major Improvements for the Chiller to be replaced on the upstairs A/C unit at Main

Branch was noted. There were no other major changes to the Financial Report. The Financial Report was approved on a motion by Mr. Mardis, seconded by Ms. Craig.

The Personnel report for October 2022 was then presented by Ms. Green and was approved on a motion by Ms. Webre, seconded by Mr. Waren.

Discussion and Action for the slight adjustment of Assistant Director's salary to meet the Ouachita Parish Public Library's Salary Scale was approved on a motion by Ms. Weber with a second by Ms. Cordell. Instead of a 4% increase in salary for 2023, the Assistant Director, Ms. Bosworth, will instead need a 4.23945% increase in order for her salary to align with the Library's salary scale for this position.

Discussion regarding the start date for the library staff's 4% raise for 2023 was confirmed on information from Mr. Mitchell that the start date will align with the start date of the Police Jury which is the first pay period of the new year. This starting date for 2023 increase was approved on a motion by Ms. Webre, seconded by Mr. Mardis.

The proposed list of 2023 Staff Holidays for the Ouachita Parish Public Library was presented with a new additional holiday, June 19th proposed to be added to the regular annual holidays for employees as well as the addition of Monday, July 3rd for 2023 since the July 4th Independence Day holiday falls on a Tuesday in 2023. Ms. Green noted the addition of July 3rd would allow staff an extended weekend to celebrate the Independence Day holiday. Mr. Waren discussed the possibility of adding Presidents' Day as a library holiday, but after discussion, it was decided to approve the holiday schedule as originally proposed. This motion to approve the original 2023 Holiday Schedule was made by Mr. Bratton, seconded by Mr. Waren.

The updated Code of Ethics of the American Library Association was presented with the request to place this updated Code of Ethics in the current Ouachita Parish Public Library Policy Manual to replace the outdated Code. This update was approved on a motion by Ms. Webre, seconded by Ms. Craig.

The proposed schedule for 2023's Library Board of Control Meeting dates was presented, and this schedule was approved on a motion by Mr. Bratton, seconded by Mr. Mardis.

President Cooper notified Board Members of Mr. Robert Wright's resignation from the Ouachita Parish Library Board of Control as well as the fact that Mr. Wright had notified his Police Juror of his decision.

Mr. Bill Land of Land 3 Architect was present to speak about updates concerning the renovation of the Main Branch. Mr. Land discussed the previously proposed possibility of buying the Stein Mart building in Monroe to use as a new site for the Main Branch. Mr. Land presented a proposed layout of the Stein Mart building with possible renovations.

Mr. Mitchell stated that the owner of the Stein Mart building sent Mr. Smiley, President of the Police Jury a non-binding letter of intent stating a desired selling price for that building was \$2.25 million. Mr. Mitchell commented that the building was yet to be appraised.

Mr. Land reminded the Board that at the October meeting, Realtor Bill Roark had given \$3.5 million as a possible figure for the sale of the current Main Branch.

Mr. Land's figures for renovating the Stein Mart building were estimated to be \$4.3 million. Some of the items he mentioned were: Glass walls (\$200,000), Porcelain Flooring (\$120,000), Electrical/Wi-Fi/Data (\$100,000), Glass doors/frames (\$150,000); Elevator to 2nd floor (\$300,000), A/C for the Children's/YA and upstairs areas (\$450,000), Exterior signage (\$100,000), Restrooms for Boys and Girls in the Children's area (\$400,000), Furniture (\$250,000), Condensed shelving/storage – if desired (\$90,000), and new/extra windows - if desired (\$100,000). He also stated the parking lot with 150 parking spots could be repaired for \$250,000. Mr. Land indicated that the roof of the building was fairly new and he estimated should have 10-15 years left. Any minor damage to it the roof that he had seen when viewing the property could be repaired for around \$48,000, and the roof is still under warranty. Mr. Land also indicated that the rooftop A/C units were self-contained with no chillers and that these A/C units were fairly new. Mr. Land stated that his presented layout was a draft to show possibilities and that he had not yet discussed with Ms. Green and Ms. Bosworth their ideas for the building.

A motion was made by Ms. Webre, seconded by Ms. Cordell to approve the start of negotiations for the possible acquisition of the Stein Mart building by the Police Jury.

President Cooper stated that there were no updates at present on the progress of a new Carver-McDonald Branch, but this issue will be kept on the agenda and updates will be forthcoming.

Mr. Bratton and Ms. Cordell both mentioned that they had been approached by the Children's Museum concerning the possibility of coming to a future library board meeting to discuss a potential future partnership with the library.

The meeting was adjourned at 1:13 pm on a motion by Mr. Waren, seconded by Ms. Webre, with all voting in favor.

Respectfully,

Nancy Green

Secretary

Betty Ward-Cooper

President