

# Ouachita Parish Public Library

## Board of Control

### Minutes

October 10, 2024

The Ouachita Parish Public Library Board of Control Meeting was held on Thursday, October 10, 2024, 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. Larry Bratton, ex-officio member; Ms. Alex Webre; and Ms. Kathy Craig. Ms. Misti Cordell, Mr. Wyman Mardis and Mr. LaMario Looney were absent. Also attending were Mr. Brad Cammack, OPPJ Treasurer; Mr. Jay Mitchell, OPPJ Assistant District Attorney; Ms. Nancy Green, OPPL Acting Director; and Ms. Casie Castle, OPPL Business Manager.

President Cooper called the meeting to order at 12:07pm and Ms. Craig gave the invocation.

There were no agenda changes, and the agenda was approved on a motion by Ms. Craig, seconded by Ms. Webre, with all in favor.

Visitor Ms. Dilcie McDonald Green arrived later in the meeting at 12:20pm. There was no public comment.

The minutes from the previous meeting held on September 12, 2024, were approved on a motion by Ms. Webre, seconded by Mr. Waren, with all present voting in favor of approval.

The Amended 2024 and Proposed 2025 Budgets were presented for Board discussion and approval. Several items were discussed including the proposed 4% across-the-board raise for staff. Ms. Green pointed out that the Amended 2024 budget showed less money needed for staff salary due to at least 3 full-time staff members retiring and those positions had been filled internally and also the Communications Coordinator position has not been filled. Ms. Green noted the library has recently had ULM communication interns come and work in the position of Communications Coordinator for credit, and that the current intern was a possible future hire for that position as she was working well in the library.

Mr. Bratton questioned Mr. Cammack about the Consumer Price Index at present, and Mr. Cammack checked it, noting it was 2.5%. Mr. Mitchell noted that that percentage was on top of the large rate increase in recent years. Mr. Cammack also discussed the health insurance for the library would be going up 8% with the services offered remaining the same overall.

Ms. Green next noted an increase on the Proposed 2025 Budget in the Periodicals account line. She explained it was made to allow for the Genealogy and Special Collections Department of

the library to have back issues of local newspapers transferred to microfilm for preservation. Mr. Waren asked what would happen to the actual copies of the newspapers. It was discussed that members of the community may want to have the actual newspapers. Ms. Craig stated she felt they could be put in the Friends of the Library book sale, and Mr. Mitchell agreed that was the best way to go about allowing the community to obtain any copies they wished to have.

Ms. Green spoke regarding the transfer of funds on the Amended 2024 Budget from the account for Videos to the account for eBooks due to the high demand for eBooks and videos are not as readily available anymore due to streaming services. She also noted that the money budgeted for a new Bookmobile had been moved from the year 2024 to the 2025 Budget as a new Bookmobile will not be purchased during the remainder of the current year. A motion was made by Mr. Waren, seconded by Ms. Webre to approve the Amended 2024 and Proposed 2025 Budgets as presented by Ms. Green with all present voting in favor of approval.

Mr. Cammack suggested that the library wait to present the budget to the Police Jury until after all bids for renovation of the new Main Branch building are in and the winning bid has been selected.

Mr. Mitchell spoke regarding the announcement of the tax election scheduled to be made at the next Police Jury meeting on October 21 and the tax would be presented at the November 18 meeting.

Mr. Cammack stated the bid opening would be on October 29 at the Police Jury offices. Ms. Webre inquired as to where the bid was being advertised and for how long to which Mr. Mitchell noted that it has been advertised in the Ouachita Citizen as well as on the online site BidSync.com and will be up for 30 days. The board expressed a desire to attend the bid opening to which Mr. Mitchell noted that if a quorum of board members planned to attend then an agenda would need to be posted 24 hours before the bid opening date.

The Capital Outlay Fund Budget for the library was discussed by Mr. Cammack noting the \$7.8 million for the Purchase of Buildings and Land had been reduced to \$350,000 for the Amended 2024 Budget due to the start and majority of the renovation not beginning until the year 2025 into 2026. He also noted that the library has been able to save money and set it aside for the Main Branch project as well as save for future projects such as the Carver-McDonald Branch renovation which has always been planned to take place once the Main Branch renovation has been completed. The Projected Budget for the year 2027 shows money reserved for the Carver-McDonald Branch. The Capital Outlay Fund Budget was approved on a motion by Mr. Waren, seconded by Ms. Webre with all present voting in favor of approval.

The Statistical Report was presented. Mr. Bratton inquired about the total of new patrons for the month of September seemed very high at 514. Ms. Green explained that this number included the patrons who were in the Trail Blazer Consortium that had to be added to our patron base in order to meet the criteria of the new La. Revised Statue 25:225. Ms. Green explained further that the only way the Trail Blazer Library System Consortium could access the

shared CloudLibrary e-service in compliance with the new library law was by adding patrons from each of the 13 parishes of the consortium to the Ouachita Parish Public Library database. The Statistical Report for September 2024 was approved on a motion by Ms. Webre, seconded by Ms. Craig, with all present voting in favor of approval.

The Financial Report for September 2024 was presented and approved on a motion by Ms. Webre, seconded by Ms. Craig, with all present voting in favor of approval.

The Personnel Report for September 2024 was approved on a motion by Mr. Warren, seconded by Ms. Webre, with all present voting in favor of approval.

The next meeting of the Ouachita Parish Public Library Board of Control is scheduled to be held on Thursday, November 14, 2024, at the Main Branch Library.

The meeting was adjourned at 12:56pm on a motion by Mr. Warren, seconded by Ms. Webre, with all present voting in favor.

Respectfully,

Betty Ward-Cooper, President

Nancy Green, Secretary