

**DESOTO PARISH LIBRARY  
BOARD OF CONTROL MEETING  
MANSFIELD LIBRARY ADMINISTRATIVE MEETING ROOM  
February 11, 2016**

President Margaret Dickerson called the meeting to order at 2:05 pm and led the group in the reciting of the Pledge of Allegiance. Mrs. Evelyn Brown Quinn led the group in the reciting of the Lord's Prayer

**ROLL CALL**

**Present:** Margaret Dickerson, Evelyn Brown Quinn, Katherine Freeman, Mary Nesbitt, Leon W. Hunt, and Ronald Jackson. Staff included Bill Smith and Pam Burr.

**Absent:** Ernel Jones, Michele Abington- Cooper

**WELCOMING OF GUESTS**

The following were present: Doris Ross, Mansfield Branch Manager, Tammy Overton, Stonewall Branch Manager, Sarah Crump, Pelican Branch Manager and Frances Tyler from the Mansfield Branch.

**APPROVAL OF MINUTES**

- 1. Consider approval of minutes for the December 3, 2015 meeting**

Katherine Freeman, seconded by Evelyn Brown Quinn, moved to accept the minutes as presented. The motion carried unanimously.

**FINANCIAL REPORT**

- 1. Consider approval of the expenditures from November 28, 2015 through February 5, 2016.**

Mary Nesbitt, seconded by Leon W. Hunt, moved to approve the expenditures as presented. The motion carried unanimously.

## **2. Financial Update**

The financial reports for the year 2015 and January 2016 were presented to the Board. Bill Smith did call attention to the deposit in the month of January for the sales tax figure and noted that it was low and not a good start for the year. No action was required for this update.

## **OLD BUSINESS**

### **1. Mansfield Building Project**

- a. Mr. Smith stated that he had spoken with Wayne Coco on Thursday morning and was informed that the final accounting had been put in the mail on Wednesday and should be at the Library tomorrow. Mr. Smith also stated that he had received notice of a Lien being filed against Advantage Roofing & Construction of Louisiana. After conversations with Kent Fordham and Wayne Coco, he was told that the company had not filed their lien in time and it should not be a problem. No action was required on this matter.
- b. Mr. Smith informed the Board that he had received a call from Steve Brown, Parish Administrator and had been informed that the Sales & Use Tax people along with their attorneys had been to see him and it appears we will need to write a check for roughly \$31,250 within 30 days to start the settlement process and probably another check in the next 6 months for approximately the same amount. There was not mention of what will transpire after that.

## **NEW BUSINESS**

### **1. Consider approval of budget adjustments to the 2015 Budget**

Bill Smith proposed the following transfers for the 2015 Budget adjustments:

\$12,000.00 from 000-455.10-270	To: 000.455.10-110	\$9,300.00
	To: 000-455.10-260	\$2,700.00
\$2,000.00 from 000-455.80-640	To: 000-455.82-640	\$2,000.00
\$8,900.00 from 000-455.10-741	To: 000-455.10-430	\$380.00
	To: 000-455.10-610	\$4,500.00

To:	000-455.10-730	\$350.00
To:	000-455.10-743	\$1,700.00
To:	000-455.90-411	\$1,900.00
To:	000-455.90-430	\$70.00

Katherine Freeman, seconded by Ronald Jackson, moved to accept the recommendations as presented. Motion carried unanimously.

**2. Consider approval of 2016 Budget Adjustment**

Bill Smith proposed to move \$3,000.00 from account # 000-455.90-800 to account # 000-455.10.800 to provide more funds for Summer Reading programs.

Katherine Freeman, seconded by Ronald Jackson, moved to accept the recommendations as presented. Motion carried unanimously.

**3. Consider approval of the 2016 Building Fund Budget**

Mary Nesbitt, seconded by Leon W. Hunt, moved to adopt the revised Building Fund Budget as presented. Motion carried unanimously.

**4. Consider applications for new Director**

Margaret Dickerson noted that four of the six candidates who had submitted applications actually had the proper credentials for the position. Mrs. Dickerson appointed a committee consisting of Katherine Freeman, Evelyn Brown Quinn and Mary Nesbitt and requested that each one take one of the candidates and check out their references and report back to the committee on February 23, 2016 at 2:00 pm to discuss their findings and decide how to proceed with the interviewing process. Mrs. Dickerson said she would check out the fourth candidate's references and make that report to the committee. No other action was required.

**5. Consider designating furniture as Surplus Property**

Bill Smith submitted a list of furniture that is currently housed in temporary rental space that should be considered Surplus Property. See attached listing.

Evelyn Brown Quinn, seconded by Mary Nesbitt, moved to designate the listed items as Surplus Property. The motion carried unanimously.

**6. Consider disposal of Surplus Property**

Bill Smith stated that there are several ways to dispose of surplus property but during a conversation with Malisa Laffitte, of the Police Jury we may want to consider doing a Cooperative Endeavor Agreement with Web Core to allow them to have the materials for the old Pelican School.

Katherine Freeman, seconded by Ronald Jackson, moved to have Bill Smith research how the Board can enter into a Cooperative Endeavor Agreement with Web Core and report back to the Board. Motion carried unanimously.

#### **DETERMINE NEXT MEETING DATE**

The Board decided to schedule the next meeting date for March 24, 2016 at 2:00 pm in the Administrative Meeting room of the Mansfield Library.

#### **ADJOURNMENT**

Motion to adjourn was made by Ronald Jackson and seconded by Katherine Freeman. Motion carried.

Respectively submitted,

William C. Smith, Interim Director, DeSoto Parish Library