

**DESOTO PARISH LIBRARY  
BOARD OF CONTROL MEETING  
MANSFIELD LIBRARY MEETING ROOM  
June 23, 2016**

President Margaret Dickerson called the meeting to order at 2:00 pm. Mr. Ron Jackson led the group in the reciting of the Pledge of Allegiance. Ms. Evelyn Quinn the Lord's Prayer.

**ROLL CALL**

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

**Absent:** Ernel Jones, Michele Abington-Cooper, and Mary Nesbitt

**WELCOMING OF GUESTS**

The following were present: Doris Ross, Mansfield Library Branch manager; Tammy Overton, Stonewall Branch Manager; Sarah Abraham-Crump, Pelican Branch Manager; Linda Forman, Logansport Branch Manager; Frances Tyler; Hugh Joyner; Jane Joyner; Karen Miller; Olga Miller; Rose Alicia Prudhomme; and Barbara Jones.

**1. Sarah Abraham-Crump**

Ms. Crump asked the board to consider installing an exterior sign at the Pelican branch location. Leon W. Hunt commented that if there is a possibility to do so, we need to accommodate the Pelican branch with a sign. Ms. Margaret Dickerson thanked Ms. Abraham-Crump for her comments and that the board would be discussing the matter during new business.

**2. Pelican Resident – Hugh Joyner**

Mr. Hugh Joyner also asked the board to consider installing an exterior sign at the Pelican branch.

## **APPROVAL OF MINUTES**

### **1. Consider approval of minutes for the March 24, 2016 meeting**

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

## **FINANCIAL REPORT**

### **1. Consider approval of the expenditures from March 19, 2016 through June 10, 2016.**

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

### **2. Financial Update**

The financial reports for March through June 2016 were examined. Bill Smith called attention to deposits for the months of April, May and June and noted that sales tax deposits are still trending low as reported in last board meeting. No action was required for this update.

## **OLD BUSINESS**

## **NEW BUSINESS**

### **1. Consider Budget Adjustments**

Bill Smith proposed to transfer \$2,500.00 from the 000-455.10-580 Travel Expenses and disperse to 000-455.90-621 Natural Gas. Due to the unexpected deficit in projected sales tax, the revenues have been adjusted to the current trend and as a result the contingency funds have been reduced. Katherine Freeman, seconded by Ronald Jackson moved to accept the recommendations as presented. Motion carried unanimously.

### **2. Declaration of Surplus Items**

Bill Smith presented list of items that were left over after the renovation of the Mansfield library to be declared surplus. Leon W. Hunt moved to accept the declaration of surplus items, seconded by Evelyn Brown Quinn. The motion carried unanimously.

### **3. Approval of Disposal of Surplus Items**

Katherine Freeman moved to direct Delbert Terry and Bill Smith to prepare a procedure to dispose of items, seconded by Leon W. Hunt. The motion carried unanimously.

#### **4. Consider Exterior Sign @ Pelican Branch**

There was discussion by the board on the purchase of a new sign at the Pelican branch. Evelyn Brown Quinn moved to purchase and install a new sign at the Pelican branch, the amount not exceeding \$5,000, seconded by Leon W. Hunt. The motion carried unanimously.

#### **5. Consider approval for Cooperative Endeavor between DeSoto Parish Library and Webcorps**

Delbert Terry presented a Cooperative Endeavor between DeSoto Parish Library and Webcorps. Terry stated that documented was drafted using the "Legislative Auditor's Cooperative Endeavor Agreement Memo and Sample Form" and was approved by the Parish Attorney Gary Evans.

Evelyn Brown Quinn moved to approve Cooperative Endeavor between DeSoto Parish Library and Webcorps, seconded by Leon W. Hunt. Motion carried unanimously.

#### **6. Trustee Workshop Information**

Delbert Terry presented information about a Trustee workshop designed for all public library trustees. The title of the workshop is Building Blocks for the Successful Trustee. This workshop is designed to give information about roles and responsibilities of trustee and the director, laws and governance, and public library trends and issues. Also included will be library board operations, policy making, advocacy, and strategic planning. No action was required for this update.

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

The Board decided to schedule the next meeting date for August 25, 2016 at 2:00 pm in the Administrative Wing Conference room of the Mansfield Library.

#### **ADJOURNMENT**

Motion to adjourn was made by Katherine Freeman and seconded by Ronald Jackson. Motion carried. Meeting ended at 2:38 PM.

Respectively submitted,

Delbert Terry, Library Director, DeSoto Parish Library