

**DESOTO PARISH LIBRARY
BOARD OF CONTROL MEETING
MANSFIELD LIBRARY ADMINISTRATIVE MEETING ROOM
DECEMBER 3, 2015**

President Margaret Dickerson called the meeting to order at 2:30 pm and led the group in the reciting of the Pledge of Allegiance. Mrs. Evelyn Quinn led the group in the reciting of the Lord's Prayer

ROLL CALL

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

Absent: Ernel Jones

WELCOMING OF GUESTS

The following were present: Doris Ross, Mansfield Branch Manager, Tammy Overton, Stonewall Branch Manager, Linda Foreman Logansport Branch Manager and Barbara Jones from the Pelican Branch.

APPROVAL OF MINUTES

1. Consider approval of minutes for the September 24, 2015 meeting

Evelyn Quinn, seconded by Michelle Cooper, moved to accept the minutes as presented. The motion carried unanimously.

FINANCIAL REPORT

1. Consider approval of the expenditures from September 19, 2015 through November 27 2015

Katherine Freeman, seconded by Ronald Jackson, moved to approve the expenditures as presented. The motion carried unanimously.

2. Financial Update

The financial reports were examined and Bill Smith stated that they are a reflection of our bank statements for the month. Mr. Smith did call attention to the deposit for the month of November of the sales tax figure and noted that it was one of the lower payments for the year. No action was required for this update.

OLD BUSINESS

1. Mansfield Building Project

Mr. Smith stated that the building was now complete and that the roofing company had come back down and done some more work on the awnings at the South Entrance and also repaired two leaks that became evident in the last rain event. He also stated that the Architect had been informed on the additional work but to date has not been back to review and determine if the punch list has been completed to satisfaction. No action was required on this matter.

NEW BUSINESS

1. Consider approval of budget adjustments to the 2015 Budget

Bill Smith proposed to transfer \$6800.00 from the 000-455.10-622 Electricity account and disperse it as follows:

- \$2000.00 to Wages – Temp
- \$500.00 to Workers' Comp
- \$1400.00 to Repair & Main (Mansfield)
- \$500.00 to Improvements other than building
- \$600.00 to Water/Sewage for branches
- \$1800.00 to Repair & Main (Branches)

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

2. Consider approval of 2016 Budget

The proposed budgets were presented to the Board with two modifications coming from the Public hearing. These recommendations resulted in increasing the budgeted amounts

for Worker's Comp to \$10,000.00 instead of \$9,000.00 shown, and Water/Sewage (Mansfield) to \$1000.00 instead of the \$600.00 shown.

Michelle Cooper, seconded by Mary Nesbitt, moved to accept the budgets with the recommended amendments and a 1% pay increase for the staff. Motion carried unanimously.

3. Consider approval of the 2016 Holiday Schedule

Katherine Freeman, seconded by Michelle Cooper, moved to accept the 2016 Holiday Schedule as presented. Motion carried unanimously.

4. Consider applications for new Director

Margaret Dickerson stated three applicants had forwarded resumes to be considered for the position. Two of the resumes were in the Board member's packets and Mrs. Dickerson had the third one at her home. After a brief discussion the Board agreed to call a special meeting of the Board to look over the applications and make their recommendations. The meeting date will be January 21, 2016 at 2:00 pm in the Administrative Meeting room of the DeSoto Parish Library Mansfield Branch. No action was required.

5. Consider entering into a Memorandum of Understanding w/ Harmony Faith Ministries for feeding children

Bill Smith stated Mrs. Terrance Trammell, with the Harmony Faith Ministries had come by and offered a Memorandum of Understanding to feed children in the library at the various branches. He explained that Mrs. Trammell stated she would be able to feed children at any of the branches with an evening snack and meal Monday through Friday during the fall and breakfast and lunch during the summer. It is a Federal program through the USDA and administered through the State Board of Education. After a brief discussion the Board decided that this was probably not in the scope of our work.

Michelle Cooper, seconded by Mary Nesbitt, moved to graciously decline the offer. The motion carried unanimously.

6. Consider designating items in the old building as Surplus Property

Bill Smith stated there was a considerable amount of inventory left in the old building that needs to be disposed of and in order to do that we must designate it as Surplus Property.

Evelyn Quinn, seconded by Mary Nesbitt, moved to designate the list of property presented with the exceptions of the items that had been transferred to other branches as Surplus Property. Motion carried unanimously.

DETERMINE NEXT MEETING DATE

The Board decide not to schedule a meeting date until after the special meeting being held on January 21st to discuss possible Director Candidates.

ADJOURNMENT

Motion to adjourn was made by Michelle Cooper and seconded by Mary Nesbitt. Motion carried.

Respectively submitted,

William C. Smith, Interim Director, DeSoto Parish Library