

Grant Parish Library Board of Control

Minutes of the Meeting on Tuesday, November 19, 2024

The Grant Parish Library Board of Control met on Tuesday, November 19, 2024 at 2:00 p.m. in Colfax. Members present included President Sue Tant; Ronda Shirley; Ryan Ingles; Ex Officio Mike Merrell; and Deidre Fuqua, Secretary.

President Sue Tant called the meeting to order, does the roll call, announcing that there are two empty spaces, and confirms that Mrs. Tracy Geisel's letter of resignation has been sent to the Police Jury.

Welcoming New Board Member

Mrs. Sue Tant and the rest of the board welcomes new board member, Mr. Ryan Ingles. Director Fuqua gave Mr. Ryan Ingles a New Board Member Packet that includes an updated board member roster, the Handbook for Louisiana Library Trustees from the State Library, and the Grant Parish Library Board of Control By-Laws.

Approval of October Minutes

The Board reviewed the minutes from the October 29, 2024 meeting. Mr. Ryan Ingles recommended that the October minutes be changed to show that the vote in the October meeting to amend the agenda was "unanimous", as in order to pass a motion to amend the agenda without proper notice in accordance with the law, the motion has to be carried unanimously. Mr. Ryan Ingles recommended that the October minutes be changed to correct a contradictory statement in regards to the vote after the Executive Session discussion in the October meeting. These corrections were made to the October 29, 2024 meeting minutes.

Mr. Mike Merrell moved to accept the minutes from October. Mrs. Ronda Shirley provided the second. Motion carried. Mr. Ryan Ingles abstained from voting since he was not present for the October 29, 2024 meeting.

Reports

Financial Reports

The Director provided copies of the financial reports to the board. The Director explained to Mr. Ryan Ingles that at each meeting, the board members receive a copy of the previous two months' General Ledger and Expenses by Vendor reports so that everything is transparent and the board members are able to see every transaction.

The library Bookmobile van was decorated for use in the Pecan Festival parade, but there was a flat tire on the van. Staff members persevered and used another vehicle for the parade. The

library had to pay labor and fees from purchasing a new tire at Firestone since the tires were under warranty. Ms. Fuqua asked the board for recommendations of local tire shops.

Mr. Ryan Ingles moved to approve the Financial Report. Mr. Mike Merrell provided the second. Motion carried.

Statistical Reports

The Director provided copies of the statistical reports to the board. The library attended multiple fall festivals in the parish and the Munch and Learn programs continue to be a great success. The Munch and Learn programs take place on Mondays at every branch, and was created to offset the 4-day school week in Grant Parish. The Colfax library's meeting room was used on 8 separate occasions this month. The Georgetown Library branch had a record of 203 trick-or-treaters, not counting the adults or teenagers. The library also participated in South Grant Elementary's Book Fest, Headstart's Fall Fest, and the Fall Fest at B22Fit.

The Director explained that every year by April 1st she is required to submit an Annual Statistical Library Report to the State Library. The monthly statistical report presented to the Board each meeting includes the statistics from each branch, which are then entered into the annual report.

Ms. Fuqua explained that Grant Parish Library is a member of the Green Gold Consortium, which consists of 18 different parishes that share one giant eBook database that allows Grant Parish Library users access to thousands of eBook titles. The Montage Digital Database usage report is now part of the statistical report. Montage is the library's newest digital catalog that consists of various historical documents and is accessible through Grant Parish Library's website.

Mr. Ryan Ingles moved to approve the Statistical Reports. Mrs. Ronda Shirley provided the second. Motion carried.

Director's Report

Ms. Fuqua notified the board of the annual Disguise the Turkey Contest in which the library partners with all Grant Parish elementary schools. The Board was able to see the turkeys on display in the meeting room. The library staff votes on a first, second, and third place, as well as an honorable mention, and a Director's Choice for each school. The winners receive a gift card from Dollar General.

Ms. Theresa Tademy, the Systems Branch Manager/Outreach Coordinator, notified the Board that each branch of the library will be hosting a "Hot Cocoa, Cookies, and Comedy" program on December 16th and 23rd. They will also be hosting a "Pancakes and Pajamas" program on December 27th, and a "Pizza and PJs" program on December 30th.

Each year, the library Bookmobile participates in Christmas parades around the parish. This year, it will be participating the Christmas parades in Colfax, Dry Prong, Georgetown, Montgomery, and Pollock. The Bookmobile also goes to every nursing home in the parish, as well as more than 65 individuals' homes who are unable to physically visit a library location.

Mr. Mike Merrell moved to approve the Director's Report. Mrs. Ronda Shirley provided the second. Motion carried.

New Business

- Review Amended 2024 Budget

Director Fuqua presented the Amended 2024 Budget to the board for review, including budget category line item definitions. The Director explained each category line item in detail. Mrs. Ronda Shirley asked if the budget needs to be amended to include the cost for publishing the meeting minutes in The Chronicle, in accordance with the Grant Parish Police Jury's request.

The Director also informed the board that there is a new category listed, the Grant Parish Police Jury (GPPJ) Administration Fee, which is the 3% administration fee the library pays the Grant Parish Police Jury. Since this is now an annual fee, it becomes a separate category line item in the budget.

Mr. Ryan Ingles inquired "what does the Board have that grants it the authority to provide the financial administration independent of the parish governing authority?" He said that there are 18 parishes that are fiscally emancipated, but Grant Parish is not one of them. Mrs. Sue Tant stated that she has been on the library board for 30 years without issue concerning budget approval by the board. Mr. Ryan Ingles showed the Board a copy of a resolution passed by the Police Jury in 2010, approving the transference of all "duties associated with financial administration of the Grant Parish Library to the Library's board effective January 1, 2011." He stated that since this ordinance passed by the Police Jury was never sent to the State of Louisiana for legislation, that he was not going to vote to approve a budget.

Mr. Ryan Ingles then recommended that the Board seek counsel and clarification from Grant Parish District Attorney Jay Lemoine. The Director stated that the budget document the library board approves annually goes not only to the Federal Communications Commission (FCC) for e Rate, but also to the State Library of Louisiana, the Louisiana State Auditor during the library's annual audit, to Green Gold Consortium, and to any grant committees, such as Roy O. Martin and the Louisiana Project Grants under the Regional Arts Council and Louisiana Division of the Arts. In accordance with the new law effective July 1, 2024, the library budget will also be presented to the Police Jury for approval.

Mr. Ryan Ingles then stated that he believes this is the reason he was asked by the Police Jury to be a part of the library Board. He clarified that he was only questioning the legality he has, as a board member, to approve a budget, and that he would feel more comfortable if the Board took this information to the Grant Parish District Attorney Jay Lemoine for clarification if the board has the authority to even approve a budget, or if they have to approve it for recommendation to the governing authority.

Mr. Ryan Ingles stated that in 2010, the Grant Parish Police Jury passed a resolution that released the burden of accepting financial responsibility of the library administration to the library. This

resolution specifically states, “WHEREAS, the effort required to provide financial administration for the Library is a burden on the Police Jury’s limited resources”. Mr. Ryan Ingles questioned “which is to be followed, the state or the parish?” Board President, Mrs. Sue Tant, then stated that the library board would be in favor of being fiscally emancipated. Mr. Ryan Ingles stated he wanted “to make sure that things are being done correctly so that no one can be harmed for ignorance of the law.”

Mrs. Ronda Shirley moved to approve the Amended 2024 Budget. Mr. Mike Merrell provided the second. Motion carried. Mr. Ryan Ingles abstained.

- Proposed 2025 Budget

Director Fuqua presented the Proposed 2025 Budget to the board for review, detailing each category line item. Ms. Fuqua will continue to work on the 2025 Budget and will present it to the board for approval at their December meeting. It is decided that the Advertising Budget category line item would be increased to include publishing the meeting minutes in The Chronicle.

Mr. Ryan Ingles moved to amend the agenda to change the December board meeting date to Tuesday, December 17th, 2024 at 2pm. Mrs. Ronda Shirley provided the second. Motion carried unanimously.

Mr. Ryan Ingles moved to change the December Board meeting date to Tuesday, December 17, 2024, at 2 pm at the Colfax location. Mr. Mike Merrell provided the second. Motion carried.

Adjournment

Mrs. Ronda Shirley moved to motion for the meeting to be adjourned. Mr. Ryan Ingles provided the second. Motion carried. Meeting adjourned.

Disclaimer: These minutes are not official until adopted by the Grant Parish Library Board at the next meeting.

Minutes by Deidre Fuqua, Secretary of Grant Parish Library Board of Control. To be approved by the Board on Tuesday, 12/17/24 in Colfax.