The West Baton Rouge Parish Library Board of Control held its meeting Tuesday, January 15, 2019, in the Library meeting room. Vice-President, Joanne Bourgeois called the meeting to order at 4:02 p.m. Those present were Joanne Bourgeois, Vice President, Brenda Morgan, Treasurer, Scarlet Callicoatte, Gina Lemoine, and Ruth Bond, Secretary. Chris Kershaw, ex officio arrived at 4:30 pm. Ola Harden and Kelson Swancy were absent.

In attendance were staff members Sarah Colombo, Cadie Russo, Jim Bridges, and Jerry Durden.

Ms. Bourgeois declared a quorum present.

Ms. Lemoine moved to dispense with the reading of the October 16, 2018 minutes and accept them as distributed. Mrs. Morgan seconded, and the motion passed unanimously.

The Year-to-Date 2018 Financial Report was presented and showed that overall year-to-date 2018 Library revenue at $1,653,002.79 (99.5%), and year-to-date expenses 2018 were $1,651,276.75. The Library overestimated state revenue sharing. State revenue sharing is the same amount every year, which is $49,630.55. Investments continue to exceed expectations. Overall the Library came under budget for 2018 and was under budget in every category, except travel and training which exceeded its budget line by 7.2%. Personnel was under budget by 8%.

LAMP – Louisiana Asset Management Pool
General Fund
- Beginning balance $2,812,971.79; income earned for December 2018 $5,624.98 with an Income Earned YTD 2018 of $61,544.19; Month end balance is $2,818,596.77.
- The John B Landry Memorial Account restricted funds have a balance of $182,498.18; income earned for December 2018 $364.94 with an Income Earned YTD 2018 of $3,461.56; Month end balance is $182,863.12

LAMP TOTAL: Beginning balance $2,995,469.97; income earned for December 2018 $5,989.92 with an Income Earned YTD 2018 of $65,015.75; Month end balance is $3,001,459.89

Judge Paul B Landry Memorial Account – restricted accounts
- Certificates of Deposit – Business First Bank

<table>
<thead>
<tr>
<th>Opening Balance</th>
<th>Ending Balance 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>$256,208.95</td>
<td>$260,187.84</td>
</tr>
<tr>
<td>$255,861.62</td>
<td>$259,416.90</td>
</tr>
<tr>
<td>$258,960.29</td>
<td>$259,312.43</td>
</tr>
<tr>
<td>$257,802.59</td>
<td>$262,563.68</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>$1,028,833.45</td>
<td>$1,041,480.85</td>
</tr>
</tbody>
</table>
$3,001,459.89 including the restricted amount of $1,041,480.85 brings the library funds to $4,042,940.74 for 2018.


The Director’s Report included a description of the outcomes of Ms. Rebecca Adams, CPA appointment at the Library on December 11th, 2018.

The Library had a significant increase in Overdrive usage. The statistics are even more impressive if you look at our year to year comparison. We had a huge jump in circulations from 2017 to 2018 while Iberville and Pointe Coupee stayed stagnant. West Baton Rouge Parish Library had a 58% increase in usage.

<table>
<thead>
<tr>
<th>Library</th>
<th>2017 Circs</th>
<th>Library 2018 Circs</th>
<th>Population</th>
<th>Registered Borrowers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iberville</td>
<td>3,268</td>
<td>Iberville</td>
<td>3,822</td>
<td>33,027</td>
</tr>
<tr>
<td>Pointe Coupee</td>
<td>2,141</td>
<td>Pointe Coupee</td>
<td>2,925</td>
<td>22,268</td>
</tr>
<tr>
<td>WBRPL</td>
<td>2,899</td>
<td>WBRPL</td>
<td>4,580</td>
<td>26,265</td>
</tr>
</tbody>
</table>

27% of Iberville population has a library card
107% of Pointe Coupee population has a library card
72% of the WBR population has a library card

The Library Director met with Kenny Powell to discuss 2019 projects as well as potential future projects, for example, HVAC options, and public and staff restrooms. I also discussed with Mr. Powell the opportunity to conduct a facility assessment walkthrough, perhaps with board members.

Creel’s tree service gave a quote for cypress tree removal. The proposal did not include the purchase of two trees to replace the cypress. Creel’s will resubmit the proposal to include the cost of the trees. In Youth Services, a Gingerbread story time and German Christmas traditions with a shadow puppet show with crafts were held during December. Youth from area schools attended some of the programs.

The Library was one of 50 selected to receive a grant from the American Library Association for “American Creed: Community Conversation Project.” We will host a series of thought-provoking programs about citizenship and the meaning of the American Creed with the West Baton Rouge Museum. The grant resources awarded to our library will help support these events and activities that engage patrons with the idea of a unifying American creed, especially about local history, challenges, and opportunities.

Ms. Lemoine made a motion to amend the Library Board of Control Bylaws Article 2 section 2.01 Meetings to reflect the new meeting dates. Ms. Morgan seconded. The motion passed with one opposed, Chris Kershaw.

Ms. Callicoatte made a motion to require two signatures on all checks over $5,000.00. Ms. Morgan seconded the motion, and the motion passed unanimously.
Ms. Morgan made a motion to defer action of who can be the second signatory on approved disbursements paid by check. Ms. Lemoine seconded, motion passed unanimously.

Election of Library Board of Control Officers. Brenda Morgan made a motion to nominate Joanne Bourgeois to be president for a three-year term. Gina Lemoine seconded, motion passed unanimously. Chris Kershaw made a motion to nominate Scarlet Callicoatte as vice-president for a three-year term. Gina Lemoine seconded, and the motion passed unanimously. Chris Kershaw made a motion to close the nomination for officers. Gina Lemoine seconded, motion passed unanimously.

A motion was made by Mr. Kershaw to approve the resolution to recognize Joy Hobbins’, Library Board of Control member, 25 years of service and dedication to the West Baton Rouge Parish Library. Ms. Lemoine seconded the motion. The motion passed unanimously.

Ms. Callicoatte made a motion to approve the resolution to recognize Gina (Roubique) Smith, Library Board of Control member, 20 years of service and dedication to the West Baton Rouge Parish Library. Ms. Lemoine seconded the motion. The motion passed unanimously.

Ms. Morgan made a motion to approve the resolution to recognize Jason Murphey, Library Board of Control member, for his ten years of service and dedication to the West Baton Rouge Parish Library. Ms. Lemoine seconded the motion. The motion passed unanimously.

There being no further business to come before the Board, Ms. Lemoine moved to adjourn. Ms. Callicoatte seconded. The motion to end the meeting was unanimous, and the meeting concluded at 5:05 pm.

/s/ Joanne Bourgeois

Vice-President

/s/ Ruth Bond

Secretary