

The Regular Meeting of the Library Board of Control was called to order on Monday, November 21, 2011 at 5:00 P. M. with the following:

PRESENT: Lynette Fossum
Harvey Clement
James Cantrelle
Selma Malcombe
Rodney Doucet
Bennie Smith

ABSENT: Shane Hebert
Eva Shanklin

Also present were Ms. Susanna LeBouef, Director, and Sherry Lefort, Finance Manager.

The Pledge of Allegiance was said in unison by the board.

A motion to accept the agenda was made by Mr. Clement, second by Ms. Malcombe and carried unanimously.

A motion to accept the minutes of the October 24, 2011 regular meeting was made by Mr. Clement, second by Ms. Malcombe and carried unanimously.

Public wishing to address the Board:

N/A

Finance Report:

Ms. Lefort reports that there is nothing out of the ordinary in expenditures but would like to point out a couple of items. Listed on the detail report which is the year-to-date budget received from the parish, their wash accounts under in-kind contribution line item (-\$29,021.44) and allocation expense-Finance/HR (\$43,173.76) this is the amount the parish would be charging us for check writing and Human Resource services. Those two accounts are supposed to zero each other out but due to an accounting error, they have not yet made the entry back into our in-kind contribution account to zero out the allocation expense account. I've been informed that this will happen sometime next week at the latest. Also note we didn't have a huge number of drug screens during the month. There was an item that was misclassified and this is actually the \$5,798.00 Complete Network Management fee for the month of October that was placed in the drug screening category instead of professional services and that too will be fixed at the end of this week. One other thing to point out, Capital One Brokerage account, this is the account where the money is supposed to come out for the Thibodaux construction cost for the old Comet building. We have discovered that this account balance has not changed from month to month because the parish has been taking the amounts out of our regular LAMP account instead of this account and they will be making those corrections. Mr. Cantrelle questioned the \$9 million dollars that has been stated the Library having. Ms. Lefort answered, "Look at the print-out of the balance sheet under Library Funds our total assets is \$9.5 million, and this is every dime we have for operation and construction and so forth." Ms. LeBouef explained we do have the funds but all of our money has been designated to be spent; it's not just 9 million lying around with nothing to do. Ms. Fossum questioned all of the discrepancies that we have found in our financial report, that are not fault of the library board or the library system; these are

just errors from the government? Ms. Lefort explains, yes from the time this was being entered it was just discrepancies into munis.

With no other business a motion was made by Mr. Clement, second by Ms. Malcombe to accept the Finance Report. The motion carried unanimously.

Ms. LeBouef presented her Director's Report as follows:

Ms. LeBouef introduced newest member Bennie Smith replacing Nicholas Cheramie.

- Finance Report: October statement included
- Library Statistics: included in packet
- Headquarters: held Overdrive training on October 26; attended LAMP conference in Baton Rouge on October 27-28; staff attended Louisiana Book Festival in Baton Rouge on October 29; attended Gheens Community Center Halloween Festival on October 29; met with representatives on Lafourche Map that will include ad for Lafourche Libraries; attended Library Administrators Conference in Port Allen November 3-4; ordered vehicle from 2012 state contract list-Dodge Caravan; attended Choctaw Veterans Program November 10; attended Breakfast with Veterans at Thibodaux Library November 11; attended Thibodauxville November 12; Marketing Program KLRZ Radio Spot Dates: Third Wednesday of each month at 10:00 am; November 16 & December 21 KTIB-Radio Station-went on Dialogue November 10 with Gene Richard
- Technology: OverDrive, now available and New Library Card now available
- Staffing: New Hires-Matthew Miller, Courier Driver and Custodial; Jessica Nash, Part-Time Branch Assistant at Thibodaux Branch ; Deborah Irving, Part-Time Branch Assistant at Thibodaux Branch
- Press Releases: enclosed are articles sent to the newspapers informing the public on what is new with, and programs being presented through the Library
- Buildings: Thibodaux: completion date December 20 and this should be when we start our punch list; Job Site Meetings: November 8, November 22, December 6 and December 20 @ 9:00am; Reading Patio in final stage of completion; IT and Phone lines currently being installed; walls are currently being painted; ceiling tiles have arrived Lockport-the Parish continues to check into the Lockport sidewalks due to a major problem there.

A motion was made by Mr. Cantrelle, second by Ms. Smith to accept the Director's Report. The motion carried unanimously.

New Business:

Item #1 Election of Officers for 2012:

Ms. Susanna opened the floor for nomination. Mr. Cantrelle nominated Ms. Lynette Fossum as President of the Library Board, second by Mr. Clement. Ms. Lynette Fossum accepted the nomination. With no other nominations a motion was made by Mr. Clement to close the nomination for president, second by Mr. Cantrelle. Ms. Fossum took over and opened the floor for nomination for vice-president. Ms. Fossum nominated Mr. Cantrelle which he declined. Mr. Cantrelle nominated Mr. Harvey Clement for Vice-President, seconded by Ms. Malcombe, which he accepted. President Fossum reminded the members of their committee assignments and will have an updated list at the January meeting.

Old Business:

Councilman Rodney Doucet approached the board explaining, "At the last council meeting I made an attempt to take care of the plaques on the libraries but I did not succeed. I was told there was an ordinance in place and ordinance is law and it is the duty of the library board and library to purchase these plaques with the councils name to be placed on library buildings as per ordinance. My statement to them was certain individuals pick and choose what ordinances they want to carry as the law compare to some that they choose not to." Ms. LeBouef explained "Ordinance 4759, the only issue I, as the library

director have is the interpretation. Most ordinances specify the funds that are to be used to purchase the items from and which budget and this ordinance clearly does not.” Mr. Rodney asked what the ordinance states. Ms. LeBouef read the ordinance “it states that the library is to place the signs” it talks about the placement of the signs; it doesn’t say purchase the signs. The problem is, the library has two funds available that have to be considered; 1. Operating and Maintenance which is under the authority of the Library Board 2. Capital Outlay which is decided by the council. And the council should have amended the ordinance for us to use that fund because if we use it without authority then we’re in trouble. Ms. Fossum suggested to Ms. LeBouef to take the funds out of the Capital Outlay funds because it’s with building of the libraries if you want to talk logics hoping we have no other problems or issues down the road being this is our last building. I would rather it not come out of operating and maintenance only because we need that to operate the libraries for our community purposes. Mr. Doucet stated, “as your Liaison, I would suggest you type up those questions, email them to me as to where the funds should come from and if it comes from Capital outlay. I will present it to the Parish President and District Attorney office in order to move forward with this issue. If we get a quick response then we possibly could move forward and place it on the council’s December agenda.”

“Also, as your Councilman and Liaison this will be my last meeting with you and I want to thank you all very much for your time and effort these last couple of years. Our community is lucky to have such a caring board and director looking over our libraries.” Ms. Fossum commented to Mr. Doucet, “I do appreciate all your encouragement, I do appreciate all your guidance, I do appreciate all your pearls of wisdom, all your efforts, all of the times you stood-up for us planted into this concrete and I am here to back the people of this library board because education is our key to the future. Knowledge; being able to read, being literate; providing services to our people and not necessarily a paper book. The services that this library is providing to our parish is unbenounced, they are many parishes that does not even go the extra mile and we will be known as a parish that goes that extra mile. So we thank you and we know that you’re still there patting us on the back.

With no further business to discuss, a motion for adjournment was made by Mr. Cantrelle, second by Ms. Smith and carried unanimously. The Library Board of Control was adjourned at approximately 6:00 P. M.