

The Regular Meeting of the Library Board of Control was called to order on Monday, April 23, 2012 at 5:00 P. M. with the following:

PRESENT: Lynette Fossum  
Harvey Clement  
Shane Hebert  
Bennie Smith  
Eva Shanklin  
Aaron Caillouet

ABSENT: James Cantrelle  
Selma Malcombe

Also present were Ms. Susanna LeBouef, Library Director, Sherry Lefort, Library Finance Manager, Charlotte Randolph, Parish President, George Randolph and Ryan Friedlander, Lafourche Parish Finance Director.

The Pledge of Allegiance was said by Mr. Clement.

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

A motion to accept the minutes of the February 27, 2012 regular meeting was made by Ms. Smith, second by Mr. Hebert and carried unanimously.

**Public wishing to address the Board:**

Parish President addressed the board, regarding a letter she received from the U.S. Department of Interior concerning the work at the Martha Building. Ms. Fossum stated, Headquarters moved into the Martha Building and had moved forward with renovation. I received a phone call from Virginia Clark with U.S. Department of Interior concerning the renovations being done to the Martha Building because of it being a Historical building. As Library Board of Control President, I made a decision to halt the work and work with the park service by providing the floor plans with the scope of work on the Martha Building. Parish President questioned the future plans for the old Headquarters that is empty. Ms. LeBouef explained, we have 1 employee still there until our server for the library system gets moved to the new Thibodaux branch. Ms. Shanklin commented that Ms. LeBouef made the decision to downsize because that was a suggestion given at a meeting last year from our Parish President to downsize the library system instead of having 3 buildings. So therefore, in the near future we would only have 2 buildings in the Thibodaux once the server gets moved.

Moving along, Ms. Fossum introduced Councilman Aaron Caillouet as the Library Board of Control newly appointed Liaison for the board. The board welcomed Councilman Caillouet.

Ms. Fossum also addressed Mr. Friedlander asking him to speak to the board as he requested at the last meeting to discuss some topics. Mr. Friedlander explained that the library has 2 fuel cards. Ms. Fossum questioned Mr. Friedlander, "Why did it take 3 months from January until March for our ad valorem check to show up in our LAMP account", Mr. Friedlander responded, "No one made me aware of when the check was received, that is not something I handle, it is delegated to someone else but once I was made aware of, the funds were transferred into LAMP" Ms. Fossum thank Mr. Friedlander.

**Finance Report:**

Ms. Lefort addressed the board, February finances were mailed and this month they were sent the March financial statements. Everything appears to be on track so far this year. I do have some updates for you on some items we discussed previously: The monies that should have been in the Thibodaux Capital account have been moved back there as of 3/1. The Ad valorem collections for this year have been moved to our LAMP operations account as of 3/28. Times Picayune overpayment has been refunded to the library for \$38.48. Another issue we discussed was FEMA. On March 7, I attended

a meeting at the Parish with the FEMA rep and the rep confirmed that our requests to have two of our Gustav contents claims reclassified as “improved projects” was a valid request. This is so we would not need to have a title by title replacement on the loss of books in Lockport & Bayou Blue (total claims of \$11,690) The FEMA rep indicated she would be following up with me to make sure those claims were reclassified. The 5 Year Budget Projections-Please see the printout included in your meeting packet. The Parish requested that the Library provide a 5-year financial projection. The projection was based on our 2012 approved budget, with some adjustments to a few line items to reflect our transition from a construction phase to a program development phase of our library system. Our projections included a 4% rate of inflation in ad valorem revenues and expenses. This is a worksheet, and it’s intended to give us a good idea of our future revenues and expenses.

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

#### **Ms. LeBouef presented her Director’s Report as follows:**

- Library Statistics: Statistics for the month of February and March 2012 Statistics
- Headquarters: Thibodaux Grand Opening on Feb 27; attended Administration meeting on March 12; attended Public Library Association Conference in Philadelphia on March 13-17; attended Louisiana Library Association Conference in Shreveport on March 21-24; attended Thibodaux Primetime program; National Library Week-April 9-13; Grand Opening for Biblioteca Hispana in Golden Meadow on April 13; District Attorney Open Seminar Meeting for Lafourche Parish Board and Commission Members; working on 2011 Lafourche Parish Library Annual Report to present to council meeting on May 8
- Technology: Filed 2012 E-Rate, applied for \$238,662.93
- Staffing: New Hired for Thibodaux Branch: Claire Mayeaux, Beth LeBlanc, Gilda McGuire and Kourtnei Robinson. For the Hispanic Library: Carmen Mendezo. Mr. Clement questioned how many employees we have on staff? Ms. LeBouef answered; we have 67 employees for Lafourche Parish Public Library.
- Current Projects: Maintenance projects at Martha Building; Request Parish pay electric bill at South Lafourche; 2013 Budget; Policy revisions and updates-ongoing; Need to schedule-By-Laws Committee and Finance Committee meetings; Lockport sidewalk-BETCO representative was measuring the sidewalks on 4/16 also Mr. Friedlander commented in the future carbon copy him on any emails to Risk Manager Department because he is in charge of that department; Thibodaux Branch needs roof -more leaks occurring Mr. Andy Positerry recommended getting a new roof so he was working on a packet to turn into the Parish for a new roof.
- Press Releases: Enclosed are articles sent to the newspapers informing the public on what is new, and programs being presented through the Library
- Programs/Displays: Bayou Blue: Storytime “Farm Animals” on April 16 @ 10:30am; Choctaw: Shake & Make Ice Cream on April 26 @ 2:00pm; Golden Meadow: Adult Scrapbooking on April 20 @ 1:00pm; Larose: Storytime “Go Fly a Kite” on April 12 @ 10:30am & 4:30pm; Lockport: Adult Crafts & Wii on April 19 @ 4:00pm; Raceland: iPhone Class on April 24 @ 3:00pm; South Lafourche: Genealogy Group on April 12 @ 5:00pm ; Thibodaux: Open House for National Library Week-tour Thibodaux Library

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

#### **New Business:**

##### **Item #1 Discussion & approval flooring quotes for Martha Building:**

Ms. LeBouef stated to the board, you have 3 quotes provided to you to replace the carpet and install commercial carpet squares at the Martha Building. After some discussion, the board decided to table the item requesting carpet samples for the next meeting.

A motion was made by Mr. Clement, second by Ms. Smith to table this item until next meeting. The motion carried unanimously.

##### **Item #2 Discussion & approval of eReader policy:**

Ms. LeBouef explained to the board the eReader Policy. The last quarter of 2011 we had 450 check-outs of ebooks and then in January-April we had 1567 check-out of ebooks, we now have 1176 ebook to our collection.

After some discussion a motion was made by Mr. Clement, second by Ms. Shanklin to accept the eReader policy striking out sentence (These will be held at the checkout desk until the eReader is returned), with Mr. Hebert voted nay. The motion carried by majority.

**Item #3 Discussion & approval to send letter to council chair requesting our 2012 millage rate remain the same:**

Ms. LeBouef explains to the board, in your packets you will find the renewal letter to the library received from Mr. Martin concerning 2012 millage rate.

A motion was made by Mr. Hebert, second by Mr. Clement to send letter to council chair requesting Lafourche Parish Public Library 2012 millage rate to remain the same. The motion carried unanimously

**Item #4 Discussion of plaque order:**

Ms. Fossum started discussion pertaining to plaques by giving the board some information that she had for the board. Ms. Fossum stated, that all board members should be aware of the ordinance that the Parish Council has approved. It is an Ordinance, it is official. At that time Ms. Fossum read the definition of the Ordinance that came from the Charter. Stated “an ordinance is an act of the council that has the force and effect of the Law” and she continue to read. No discussion further took place and moved to next item.

**Item #5 Discussion of letter from Ryan Friedlander**

Ms. Fossum addressed the board, presenting the letter mentioned at the last meeting that missed the agenda deadline. Mr. Friedlander read through each item on the letter with the board.

Ms. LeBouef stated the library has adopted the State of Louisiana’s travel policy; not the LPG travel policy. It would have to be amended because library staffs are not employees of the Parish Government. Ms. Fossum, questioned Mr. Friedlander on the comparison to the State of Louisiana’s travel policy and LGP travel policy? I never really did, Mr. Friedlander answered. Ms. Fossum stated, I’m just wondering why the library is so wrong following the State of Louisiana’s travel policy.

Mr. Hebert questioned whether our board members or library administration had any specify problems with any of the things that the parish is asking of us to do on this list. (Item #5) Ms. LeBouef answered, the reimbursement for the employees is slightly different from the state policy and my concern is, because it does state who the policy is for it’s for Council Members, Administration and Council Employees and because the library staff are not employees of the Parish.

Mr. Herbert questioned, do we have problems with Items 1-6 on the letter? Mr. Caillouet asked, what is the problem? Ms. LeBouef answered, the problem is, and the board shouldn’t accept a policy and make it their policy when it does not include the Library System. Ms. Fossum mentioned, before the turnover of the funds from the library to the parish, I questioned Administration, once the library turn over the funds to the Parish, what cost is it going to be to the library for the Parish to take care of all our paperwork? The answer was that Parish had the personnel that can handle all the libraries financial paperwork, at no point will the library staff have to deal inputting and no charges. The Finance Department will provide Financial Reports through MUNIS and the library will not have to do this.

**Old Business:**

Mr. Friedlander questioned, would the board be willing to make a motion and second for the items that I addressed and have some decision made by June Board Meeting of this year. Ms. Fossum commented, this board usually doesn’t make motions in that direction unless it is an item that we have on our agenda. Mr. Friedlander asked, can I request for it to be place on the next agenda? Ms. Fossum answered yes, they can and I hope that we can address some of these on the next agenda as well. Ms. Fossum stated to the board, I will have copies of this packet but you will have to make arrangements to have them picked up or emailed.

Mr. Caillouet addressed the board, we need to work together. Ms. Fossum stated, I understand about working together but recently in the Tri-Parish Times newspaper an article stated a quote made, “We Won” against the library board from Councilman Mr. Jones concerning the plaques. Mr. Clement states, the ordinance about the plaques was passed with for 5-4 to vote. Mr. Caillouet stated, yes he voted in favor of it because probably 99.9% of all municipal, parish, state and federal buildings that are being built they have a plaque stating the year. Mr. Clement stated, I don’t want it coming out of my pocket because it’s for the parish political sign that should come from the Parish Council funds. Ms. Fossum explained, our libraries run for services for public and I believe the public looks at this ordinance as, “not being a service to the public”.

With no further business to discuss, a motion for adjournment was made by Ms. Smith, second by Mr. Hebert and carried unanimously. The Library Board of Control was adjourned at approximately 7:35 P. M.