

The Regular Meeting of the Library Board of Control was called to order on Monday, June 28, 2010 at 5:00 pm with the following:

PRESENT: James Cantrelle
Harvey Clement
Lynette Fossum
Eva Shanklin-entered at 5:15
Shane Hebert
Rodney Doucet

ABSENT: Judy Babin
Nicholas Cheramie

Also present were Ms. Susanna LeBouef, Director and Ms. Stacey Guidry, Finance Manager.

Pledge of Allegiance was led by Ms. Fossum.

A motion to accept the agenda was made by Mr. Clement, seconded by Mr. Hebert and carried unanimously.

A motion to accept the minutes of the May 24, 2010, Regular Meeting was made by Ms. Fossum, seconded by Mr. Hebert and carried unanimously.

A motion to accept the Finance Committee minutes of the June 17, 2010, was made by Mr. Clement, seconded by Ms. Fossum and carried unanimously.

Public wishing to address the Board: None

Finance Report:

Ms. Guidry stated the board should have received the May 2010 reports and a copy of an email that came from the parish explaining an error to the library accounts. The Parish apparently accidentally took payroll out of the wrong account but this error has since been corrected. She stated the enclosed email is to show the board the error, which includes interest. Mr. Clement asked if we had any information coming from the auditors concerning the questions we had for them, involving the interest we did not collect from the parish during the transfer and our funds being placed in a non-interest bearing account. Ms. Guidry stated how she had not heard back from them but would do a follow up and get back to the board at the next meeting. In addition, Councilmen Doucet informed the board that Finance Director Joel Doty had resigned and Ryan Friedlander would be replacing him. Mr. Clement questioned Ms. Guidry about the \$7,000 check if it was for the Fazzio case; Ms. Guidry would verify that and report back at the next meeting. Other than that, there were just regular month-to-month expenses.

With no other business, a motion was made by Ms. Fossum, seconded by Mr. Hebert to accept the Finance Report. The motion was carried unanimously.

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

- Library Statistics: Statistics for the month of May
- Parish Council: All paper work for employees and timesheets presented in a timely manner
- Headquarters: South Lafourche branch continuing to provide accommodations for oil disaster recovery; met with Tim Jones with Jones Insurance to renew liability insurance; kick off to Summer Reading Program was a huge success with record breaking numbers attending programs at branches; buying trip at Barnes & Nobles on Friday June 4; held Administrative Meeting in Lockport on June 14; held Finance Committee meeting on June 17
- Technology: New 4.2 TLC software to all branches; E-Rate funded for year 13 in the amount of \$266,865.98
- Staffing: None
- Press Releases: Enclosed are articles sent to the newspapers informing the public on what is new with, and programs being presented through, the Library
- Programs/Displays: Bayou Blue and Choctaw: Lafourche Sheriff's Office to bring child ID program; All Branches: Kick off for Summer Reading Program begins June 1; Bayou Blue and Raceland: Audubon Nature Institute will visit on June 1; South Lafourche: Author C.J. Christ to discuss World War II in the Gulf; Disney Radio/Blue Cross program at Thibodaux and South Lafourche due to oil disaster
- Buildings; Thibodaux-On Hold, the board questioned why Thibodaux was on hold after the parish issued keys to the building, connected utilities and contacted insurance company to provide for coverage on the building when we can't proceed with moving forward. Ms. LeBouef reminded the board how at the last meeting Ms. Crystal Chiasson and Councilman Doucet updated the board that the District Attorney advised the parish not to let the library move forward based on potential lawsuits that could come because of the litigations. Mr. Hebert suggested, based on the information received from Ms. Chiasson and Councilmen Doucet that we not offer any recommendations at this time.

A motion was made by Ms. Fossum, seconded by Ms. Shanklin to accept the Director's Report. The motion carried unanimously.

New Business:

Item #1 Discussion and approval of purchasing a courier vehicle:

Ms. LeBouef recommended to the board trading in the current courier truck to purchase a smaller vehicle. Our current courier truck has 60,000 miles, is not user friendly so therefore is used only twice a week, is a gas-guzzler, has had some expensive repairs done recently and is not utilized as it could be for the library system because of the large size vehicle. Ms. LeBouef passed around a brochure on an economic vehicle that would be ideal for other employees to use in addition for courier services to all branches.

A motion was made by Mr. Clement, seconded by Ms. Fossum to move forward with trading in the current courier vehicle for a more economical vehicle. The motion carried unanimously.

Item #2 Discussion and approval of COLA:

Ms. Guidry explained to the board that the Finance Committee met and they proposed a 4% COLA in the 2011 budget which will take effect on the first pay period in January for the Lafourche Library Employees. Ms. Fossum questioned the timing and was not sure it was prudent for the cost of living at this time. Ms. LeBouef explained that the total is \$88,000 for the COLA, it's our employees who make our libraries run with spectacular programs and although the oil

spill is currently taking place, our libraries will be open and if it gets really, really bad because of the oil spill our libraries will be utilized and needed more. Most of our 60 employees are women and have a spouse invested in the oil spill disaster. She stated she would find the \$88,000 to support our staff to keep us on the map. Ms. Shanklin and Mr. Clement both agreed awarding our employees would be best instead of allowing the funds returned to the parish.

A motion was made by Mr. Clement, seconded by Mr. Hebert to accept the COLA for January payroll. The motion carried unanimously.

Item #3 Discussion of amended 2010 Budget and proposed 2011 Budget:

Ms. Guidry reviewed the proposed amendments to the 2010 budget explaining the decrease to Life and Health insurance-fewer employees enrolled in the health plan and the purchase of a new library vehicle to replace the current large library courier vehicle. For the proposed 2011 Budget, showing an increase in payroll for the cost of additional staff for new Thibodaux location and an increase on purchasing more audio and video recording due to higher demand. Some discussion took place for additional funds needed on renovation to Martha Sowell Utley branch after the new Thibodaux library opens.

No action was taken on this item until next meeting at the public hearing.

Item #4 Discussion and approval revision of meeting room policy for the libraries:

A motion was made by Mr. Hebert, seconded by Ms. Fossum to accept the changes made to the meeting room policy as presented.

A vote on the motion was taken with Mr. Clement voting nay. The motion carried.

Old Business:

A motion was made by Ms. Shanklin, seconded by Ms. Fossum and carried to request from the District Attorney the anticipated time-frame of pending litigation in reference to the progression of occupation of the Daily Comet building for the use of the new Thibodaux Branch library.

A motion was made by Mr. Clement, seconded by Ms. Shanklin and carried to request from the District Attorney an opinion on the on-going costs associated with the purchase of the Daily Comet building. The Lafourche Parish Government/ Council issued the library keys to the Daily Comet building, contacted Entergy to have the electrical service changed to the Library and added the building to its insurance policy even though the library was instructed to halt any remodeling to said building because of pending litigation. Should the library continue to incur these costs since the library is not occupying the building and providing services to the Thibodaux community at this location?

Ms. Shanklin suggested that the board members review the Library Laws of Louisiana (25:211 – 25:223) placed on agenda for discussion at the next meeting.

In addition, the Lockport sign is pending for another two weeks with needed sponsorship to support the expenses for the sign.

With no further business to discuss, a motion for adjournment was made by Mr. Hebert, seconded by Ms. Shanklin and carried unanimously. The Library Board of Control was adjourned at approximately 7:30 p.m.