

The meeting of the *Finance Committee* of the Library Board of Control was held at the Lockport Branch on Monday, April 15, 2024 at 4:02pm with the following:

PRESENT: Bennie Smith
Courtney Hubbell
Francine Middleton

ABSENT: N/A

Also present in the meeting room: Laura Sanders; Library Director, Sherry Lucas; Operations/Finance Manager, Shannon Porche; Assistant Director and Dana Clement, Administrative Assistant for the Library.

The Pledge of Allegiance was recited together.

Ms. Smith stated after roll call, “we have a quorum and can move forward with our committee meeting”

A motion to accept the Finance Committee agenda was made by Mrs. Hubbell, seconded by Mrs. Middleton, and carried unanimously.

Business:

Item 1-Discussion and recommendation to the full Board for approval of amending the 2024 Budget:

Mrs. Lucas noted some areas of proposed increases and decreases within the 2024 Budget based on spending needs and the impacts of inflation. “We anticipate an increase in ad valorem collections with the 2024 tax base, which seems to be showing signs of recovery.” Adjustments were made to Utility Categories and maintenance categories. “Aging vehicles and buildings are needing more repairs.” Mrs. Sanders noted that based on patron demand, some funds were moved from Books to Audio Recordings. Mrs. Lucas stated, “overall, amendments to this budget result in a decrease of \$14,800 from the previously approved 2024 Budget.” Mrs. Lucas then reminded the committee, “we still have \$60,000 budgeted for our annual computer lab upgrades for later in the year.”

After a brief discussion, a motion was made by Mrs. Hubbell, seconded by Mrs. Middleton, that the Finance Committee recommends to the Full Board the approval of the amended 2024 Budget as presented. The motion passed unanimously.

Item 2-Discussion and recommendation to the full Board for approval of the proposed 2025 Budget:

Mrs. Lucas explained the proposed 2025 Budget with some areas showing an increase, such as personnel services for future staffing and to cover the increasing costs of health insurance. Several other categories were increased due to rising costs, such as library programming supplies, postage, publication of legal notices, educational travel, and liability insurance. Mrs. Lucas noted there is \$60,000 allocated for annual computer lab upgrades in 2025. “Overall, the 2025 Budget is only \$264,600 higher than the Amended 2024 Budget and fits within our anticipated funding.”

Upon a motion by Mrs. Hubbell, and seconded by Mrs. Middleton, the Finance Committee recommends to the Full Board the approval of the 2025 Budget as amended. The motion passed unanimously.

Item 3-Discussion and recommendation to the full Board for approval of LPPL salaries;

Mrs. Sanders explained, “Our employees have continued to work very hard to meet the needs of the community and are very deserving of an increase in salary. We’ve outpaced most of the other library systems in the state in terms of programming offered. We are very proud of this, but it’s very labor intensive and requires significant planning. This the time of year when I ask whether the Board is interested in considering a salary adjustment for staff.” Ms. Smith suggested all employees be given a 4% structural increase that is not considered COLA, nor impacts the entry levels of the pay scale.

After a brief discussion, a motion was made by Ms. Smith, seconded by Mrs. Middleton, for the Finance Committee to recommended to the Full Board a structural pay increase of 4% to all LPPL employees effective the April 27, 2024 pay period. The motion passed unanimously, with Ms. Hubbell abstaining.

Item 4 – Discussion and recommendation to the full Board for approval of the LPPL pay scale; Mrs. Sanders explained, “We are not recommending any changes to our LPPL pay scale. Some grant applications require us to attest that our Board has approved our pay scale annually, so this is just a housekeeping item.”

Upon a motion by Ms. Smith, and seconded by Mrs. Middleton, the Finance Committee recommends to the Full Board the approval of the current LPPL pay scale with no change. The motion passed unanimously, with Ms. Hubbell abstaining.

Item 5 – Discussion and recommendation to the full Board for approval of purchasing the property at 118 Cliff Lane for the future of a library in Golden Meadow; Mrs. Sanders explained this was meant to be a discussion item only. “118 Cliff Lane is a vacant warehouse

behind the old Golden Meadow Library site and has been proposed to be the future Golden Meadow Library” Mrs. Sanders gave an overview of the site conditions. “The building is a steel frame with a new metal skin. There are no internal walls, no insulation, no plumbing, and no HVAC. It’s 8,160 sq ft with roll up doors. The old Golden Meadow slab and a heavily damaged structure on the rear of the property would be demolished and removed to make parking areas.” The Parish hired Andy Positerry with Gros Flores Positerry Architecture to develop a plan for the new Golden Meadow Library some time back. Library Administrators met with Mr. Positerry and Parish President Archie Chaisson to tour the site last Friday. Mr. Positerry is recommending that about 3,000 sq ft of the building be used as library space, with the rest being used as storage. The salvaged metal shelving from the South Lafourche site could be moved here for more secure storage during the South Lafourche Library Restoration Project. The Bookmobile would fit through the roll up door for secure parking. The discussion continued for a several minutes then was concluded.

With no further business to discuss, a motion for adjournment was made by Mrs. Hubbell, seconded by Mrs. Middleton, and the motion carried. The Finance Committee adjourned at approximately 4:54pm.

Recommendations:

The *Finance Committee* recommends to the Full Board for review and consideration:

1. The approval of the 2024 Amended Budget as presented.
2. The approval of the proposed 2025 Budget as presented.
3. The approval of a structural pay increase of 4% to all LPPL employees effective April 27, 2024.
4. The approval of LPPL pay scale as presented.