

The regular meeting of the Library Board of Control was called to order on Monday, October 28, 2013 at 5:00pm with the following:

PRESENT: Harvey Clement
Eva Shanklin
Bennie Smith
Selma Malcombe
Judy Bazare
Shane Hebert

ABSENT: Lynette Fossum

Also present were Ms. Laura Sanders, Director, Regina Lauand, Operations Administrator and Ms. Sherry Lucas, Finance Manager.

The Pledge of Allegiance was said in unison.

A motion to accept the agenda was made by Ms. Shanklin, seconded by Ms. Bazare and carried unanimously.

A motion to accept the minutes of the September 23, 2013 regular meeting was made by Ms. Malcombe, seconded by Ms. Bazare and carried unanimously.

Public wishing to address the Board: N/A

Finance Report:

Ms. Lucas reports our ending balance for September was \$9.7 million and our balance today is \$9.3 million. Our Year-to-date report is also included for September and this report shows you how our revenues and expenses are on track compared with our budget. We are still waiting for council action on accepting the low bid for the Thibodaux Roof Project. We are hoping this will be on the next council agenda. Also we have received word from Parish HR that the premiums for our group health plan are going up by 10.5%, and in the past the board has absorbed the employee portion of the cost of increases. We're currently working on this for the next meeting. With no other business a motion was made by Ms. Smith, seconded by Mr. Hebert to accept the Finance Report. The motion carried unanimously.

Director Report:

Ms. Sanders reports that she continues to manage the daily operations of the library system, continues to keep board members updated on current library issues, held Administrators' and Librarians' meetings, and continues managing the daily operations of the system. She attended the parish council meeting to give 2012 annual report; and had staff training with Axis 360 representative on software which is now live on our website. On 9/26/2013, she took the Director's exam at State Library and on 10/10/2013 received confirmation of obtaining her Director Certification. On Tuesday, October 1st Headquarters staff relocated to the Thibodaux Branch due to the government shutdown at the Jean Lafitte building. All 17 staff members of Headquarters kept busy with different tasks such as inventory, but processing of new books came to a halt. All deliveries such as mail, Fed Ex, UPS and ILL state courier service had been redirected to Thibodaux. On Thursday, October 3, started to prepare staff for possible Tropical Storm Karen. On Thursday October 17 we returned back to the Jean Lafitte building and canceled courier the next day to assist with moving all the deliveries back to HQ. While at the Thibodaux Branch we had to find another vendor to fix the exit gate that has continued to malfunction and has been broken more that worked properly. Another issue at Thibodaux has been the 2 air conditioner units not working properly and were not considered for replacement at time of purchasing the building so tonight we'll talk about replacement. Attended Sammy Kershaw concert put on for "The Kids Music Fest" in Cut Off in honor Lafourche Parish Public Library. Attended LAMP conference in Lafayette, LA on Thursday, October 24, Chamber of Commerce Luncheon is scheduled for Thursday, October 31, redesigned our website, giving it a cleaner and fresher look to follow adding our new logo. Created children's website and wish for Board to visit and let us know your thoughts. Conducted conference call with Hoopla on October 23 to begin process of adding digital movies for our patrons, assisting with Janet Rhodes in honor of the "National Make a Difference Day" and recently attended Larose Friends gathering.

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

New Business:

Item #1 Discussion and approval of amending the current paid leave policies:

Ms. Lucas explained these policies have been unchanged since 1999 and we've updated the sick leave to remove the language that references part-time employees hired before 1997 since we no longer have any employee to which that applies. Aside from a terminology change, the contents of the sick leave policy are unchanged. Our second policy we'd like to update is for annual leave. The existing policy only has one step up for increasing leave time with years of service, so we'd like to increase the days offered to our employees as their years of service increase. The current policy is also a hybrid of two old policies, with some folks getting their leave time on January 1st and others getting their leave time on their anniversary dates. We'd like to get everyone on one policy with a January 1st credit date and make it easier to track.

A motion was made by Ms. Bazare, seconded by Ms. Malcombe to approve amending the current paid sick and annual leave policies as proposed. A vote was taken and the motion passed, with Ms. Smith abstaining.

Item #2 Discussion and approval of amending the current Comp Time policy:

Ms Sanders explained that as a government entity we are able to utilize the federal labor laws for flex and compensatory time as they pertain to government employees. Ms. Lucas explained that we're updating our comp time policy to more closely match the Parish's which allows both exempt and non-exempt employees to earn comp time. A motion was made by Ms. Shanklin, seconded by Ms. Bazare to approve amending the current comp time policy as proposed. A vote was taken and the motion passed, with Ms. Smith abstaining.

Item #3 Discussion and approval of Draft MOU agreement:

Ms. Sanders explained that she collected all of the data that the board and previous director had on file regarding the MOU so that the National Park Service could amend the proposed MOU to address the Board's concerns. The National Park Service did make the requested changes. The board moving forward to get this document signed would allow library administration to have key access to the Jean Lafitte building. After a lengthy discussion, a motion was made Mr. Hebert, seconded by Ms. Smith to approve the signing of the MOU. The motion passed with Ms. Shanklin and Mr. Clement voting nay.

Item #4 Discussion and approval of the 2014 LPPL Employee Calendar:

Ms. Sanders explained that we followed the previous calendar with just a few added changes for some Saturdays that follow a holiday. The additional Saturdays would be unpaid closures. A motion was made by Mr. Hebert, seconded by Ms. Malcombe to approve the 2014 LPPL Employee Calendar. The motion passed.

Item #5 Discussion and approval of the 2014 LBC Calendar:

Ms. Sanders explained that the 2014 meeting calendar follows the previous meeting schedule. It was suggested by the board to move November's LBC meeting to the Thibodaux Branch and with that a motion was made by Ms. Smith, seconded by Mr. Hebert to approve the 2014 LBC Calendar. The motion passed.

Item #6 Discussion and approval of replacement of air condition unit at Thibodaux Branch:

Ms. Sanders expressed the concerns she has with the 26 year old air conditioner units that are housed in the Thibodaux branch and indicated that the Library has spent considerable funds since opening last year for repairs to both units. Due to the age of the units and the degree of the issues, it is no longer feasible to keep making repairs. Some board members expressed concerns as to why these units were not replaced when the parish forced the library to take this building for the Thibodaux branch. Members also noted that this was the same situation as with the leaky roof, that these things should have been part of the building remodel. Ms. Lucas indicated that she spoke with one of the engineers who worked on the Thibodaux branch project and he stated that the Parish specifically instructed them that the a/c units were not to be replaced due to the project being on a tight budget. Ms. Sanders noted that once the Thibodaux branch was complete, there was in excess of \$432K leftover in the capital account and more than half of those funds would be used for the roof, leaving about \$200K left for replacing the HVAC system although we don't expect it to cost that much. Ms. Sanders and Ms. Lucas also explained to the board about the building codes now being such that the current, custom-made, under roof systems could only be removed as a whole unit and replaced as a whole unit, which would require a roof hatch to be installed and possibly cause a delay with the roof project which has already been bid out. The recommendation provided by the engineer was to go with less expensive rooftop mounted units which would only require the addition of roof curbs to mount the units. This option would result in the need for a change order to the existing roof replacement project but would enable us to condemn the old, under-roof equipment once no longer in service and remove it more easily from the building. After further discussion a motion was made by Mr. Hebert, seconded by Ms. Shanklin to approve going to council to hire mechanical engineer, Robery Utley, to start the process of putting together the specs for a bid package for the replacement of the HVAC systems at Thibodaux Branch, with the stipulation that the new units be rooftop mounted and a change order be done to add roof curbs to the current Thibodaux capital roof replacement project. A vote was taken and the motion passed unanimously.

Item #7 Discussion and approval to move November's board meeting to Thibodaux Branch:

Ms. Sanders explained that this is something that has been taking place in previous years and we've just made the change in the 2014 board calendar for the November meeting to be at Thibodaux Branch. A motion was made by Ms. Smith, seconded by Mr. Hebert to approve moving the November board meeting to Thibodaux Branch. The motion passed.

Ms. Smith requested that we look into what other projects are needed at each branch and make a list so the board can start addressing those needs. She also noted that she'd like to see the Larose Branch have its yellow lines repainted in the parking lot. Ms. Sanders assured her she would follow up on this.

With no further business to discuss, a motion for adjournment was made by Mr. Hebert, seconded by Ms. Bazare and carried unanimously. The Library Board of Control was adjourned at approximately 6:48 P. M.