

State of Louisiana  
Parish of Lafourche

January 26, 2009  
Raceland, Louisiana

The Regular Meeting of the Library Board of Control was called to order at 5:00p.m. with the following:

PRESENT: Judy Babin  
James Cantrelle  
Harvey Clement  
Lynette Fossum  
Shane Hebert  
Eva Shanklin-entered at 5:04  
Rodney Doucet-entered at 6:05

ABSENT: Nicholas Cheramie

Also present were Ms. Susanna LeBouef, Director; Ms. Stacey Guidry, Finance Manager; and Mr. Jay Caillouet, Architect.

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

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

A motion to accept the minutes from the November 24, 2008 meeting was made by Ms. Babin, seconded by Mr. Clement and carried unanimously.

Public wishing to address the Board-None

Ms. Guidry gave the **Finance Report** recapping the 2008 Budget with all expenses under budget with the exception of Professional Services and software but stated that all are well within compliance for the limits of overages for that section of the budget, so there will not be a problem with the audit. A motion was made by Ms. Babin, seconded by Mr. Clement to accept the Finance Report. The motion carried unanimously.

Mr. Caillouet then gave the **Architect's Report** with the following updates:  
Projects:

Lockport-this project has started now that the steel has been delivered and this week brick samples and color stucco will be chosen. The first change order for Lockport has come from BETCO due to the late delivery of the steel caused by Hurricane Gustav and they have requested an additional 30-days. The other item includes the book drop, in the closet space and that should be about \$940 and this will be as a change order request. Ms. LeBouef questioned Mr. Caillouet about the book drop not being included in the plans and now having to pay for it to be added.

Thibodaux-received authorization to proceed on construction documents and we've been working with the consultants and looking to go out to bid in May. Copies of the floor plans and interior packet were given to Ms. LeBouef to start looking at each room to begin color selections. There was a small change in the plans in the mechanical room and the changes were sent to Carl to look over and to possibly provide a workspace to that area. Need to start coordinating with the technology technician on the computer outlay, television outlets, along with wireless in the building with satellites. After discussion on the possible cost to build the Thibodaux Library, a cost comparable sheet was handed out by Mr. Caillouet and with the total for Thibodaux Library as total construction cost being \$5,120,000. A motion was made by Ms. Fossum, seconded by Ms. Shanklin to accept the Architect's Report. The motion carried unanimously.

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

- Library Statistics: November & December statement provided
- Parish Council: Mr. Shane Hebert appointed to the Library Board, Nov. 25 presented Library Board of Control recommendations for Thibodaux Project at the Parish Council meeting, and attended two meetings at the District Attorney's office.
- Headquarters: Meeting with Mr. Shane Hebert, Gen-Con punch list completed and released the settlement fund of \$187,505.00, reviewed financial records and staff time sheets. State Library workshops, sent 4 staff members to Teen Workshop and 10 staff members to Staff Day Workshop. Sharon Doucet will paint a mural at Golden Meadow from a John Brady grant program.
- Technology: completed and released initial application for e-rate 2009 funding. Purchase 2 Nintendo Wii's for programming in the libraries.
- Staffing: Hired Sharon Lebouef, janitor for South Lafourche area; added an Indian worker at South Lafourche; and 2 employees are currently on FMLA
- Press Releases: Article in the State Library *Communique* on Larose Open House.
- Programs/Displays: All branches preparing for Black History displays and Mardi Gras activities.
- Building Progress: Pictures on the progress on Lockport were passed around with the framing of the building, Thibodaux-brick and stucco samples were delivered today from Mr. Caillouet office. A motion was made by Ms. Shanklin, seconded by Ms. Babin to accept the Director's Report. The motion carried unanimously.

### **New Business:**

Ms. LeBouef read a letter from the Office of the Lieutenant Governor-Exhibit A. After much discussion, concerning the library funds, members of the board by a majority vote approved the following motion: To establish the transfer plan in order to begin transferring the funds from the Library Board of Control to the Lafourche Parish Administration (Finance Department) was made by Ms. Babin, seconded by Ms. Fossum with Ms. Shanklin voting nay.

A motion was made by Mr. Hebert, seconded by Mr. Clement to investigate the option of Fiscal Emancipation. A vote on the motion was taken with Ms. Fossum, Ms. Babin and Ms. Shanklin voting nay. The motion failed.

Discussion and approval to purchase a vehicle:

Ms. LeBouef explained that she would like to purchase a new van for youth services and transfer the old van to maintenance. A motion was made by Ms. Babin, seconded by Ms. Fossum to purchase a vehicle. The motion carried unanimously.

A motion to transfer the older vehicle to the maintenance was made by Ms. Babin, seconded by Mr. Hebert. The motion carried unanimously.

Review and acceptance of the Louisiana Compliance Questionnaire:

Ms. Guidry addressed the board on the annual audit and a motion was made by Ms. Fossum, seconded by Ms. Babin to accept the Louisiana Compliance Questionnaire. The motion carried unanimously.

Review and acceptance of Bourgeois Bennett, LLC Questionnaire:

Ms. Guidry again addressed the board on the questionnaire and answered a few questions from the board members. A motion was made by Ms. Babin, seconded by Ms. Fossum to accept Bourgeois Bennett, LCC Questionnaire. The motion carried unanimously.

With no further business to discuss, a motion for adjournment was made by Ms. Fossum, seconded by Ms. Babin, and passed unanimously. The Library Board of Control was adjourned at approximately at 7:15 p.m.