

The Regular Meeting of the Library Board of Control was called to order on Monday, April 24, 2023 at 5:00 pm with the following:

**PRESENT:** Bennie Smith, President  
Courtney Hubbell, Vice-President  
Lauren Bordelon  
Francine Middleton  
Carolyn Soley  
Archie Chaisson, Parish President & Library Liaison

**ABSENT:** Ruby LeBlanc  
Tonya Hearn

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

Ms. Smith stated after roll call, "We have a quorum and can move forward with our meeting."

The Pledge of Allegiance was recited together.

A motion to accept the LBC agenda was made by Mrs. Hubbell, seconded by Mrs. Bordelon, and carried unanimously.

A motion to accept the minutes of the October 24, 2022 Regular Meeting was made by Mrs. Soley, seconded by Mrs. Middleton, and carried unanimously.

A motion to accept the minutes of the March 20, 2023 Special Meeting was made by Mrs. Bordelon, seconded by Mrs. Hubbell, and carried unanimously.

A motion to accept the minutes of the March 20, 2023 Finance Committee Meeting was made by Mrs. Hubbell, seconded by Mrs. Middleton, and carried unanimously.

Public Wishing to Address the Board: N/A

Finance Report:

Mrs. Lucas reported that LPPL has a \$6.3 million fund balance to finance operations. Mrs. Lucas stated, "we submitted an Erate application for the new funding year of July 1, 2023 thru June 30, 2024, and it's currently in review by USAC. Once approved, we'll qualify for up to \$56,736 in internet discounts." Mrs. Lucas indicated that the only insurance proceeds received to date from Hurricane Ida claims is \$662,000 for a partial payment of South Lafourche content losses. All other insurance and FEMA proceeds are pending resolution of the Parish's dispute with those entities. The Thibodaux and Lockport building projects are both complete. At some point Parish Finance will de-obligate unused funds, as both projects came in under budget. A motion was made by Mrs. Hubbell, seconded by Mrs. Middleton, to accept the Finance Report. The motion carried unanimously.

Director Report:

Mrs. Sanders reported managing the daily operations of the library system and attended quite a few meetings in the last couple of months. The 40+ year old Thibodaux fire pump has been recently "red tagged," and the Fire Marshal has put the branch on fire-watch. Although the fire alarm and sprinklers still work, every hour an employee must walk the building to inspect for fire and document this activity. "We're working on getting 3 quotes to replace the rusty baseplate under the fire pump, that is causing this issue. I will keep the Board updated on this situation." Mrs. Sanders reported, "Golden Meadow Town Council has requested that I attend their meeting on Monday, May 1<sup>st</sup>. I plan to attend". Mrs. Sanders noted that the Thibodaux Roof continues to leak, despite numerous attempts by Johns Manville and others to identify and correct the issues. "At this point we're not sure what else to do, aside from getting Parish Administration involved for legal action and/or having a new roof project." Mrs. Sanders reminded members that the proposed South Lafourche Storefront lease is on the April 25, 2023 Council agenda. "If approved, we hope to occupy the space in 60-90 days." Mrs. Sanders noted that the "Library-2-Geaux" bookmobile has been successful in providing library services down the bayou. A motion was made by Mrs. Middleton, seconded Mrs. Bordelon, to accept the Director Report. The motion carried unanimously.

### Executive Session:

A motion was made by Mrs. Hubbell, and seconded by Mrs. Bordelon, to enter into Executive Session [(LA. R.S. 42:17 (A) (1)] at 5:26pm to review the Annual Director Evaluation. The motion carried unanimously. The room was cleared and recorder shut off for the Board to discuss the Director's performance evaluation.

A short time later, attendees were invited to rejoin the meeting. A motion was made by Mrs. Hubbell, seconded by Mrs. Bordelon, to end Executive Session and reconvene the meeting at 5:30pm. The motion carried to unanimously.

### New Business:

1. Approval of Director's Yearly Evaluation Results: A motion was made by Mrs. Bordelon, seconded by Mrs. Middleton, to approve the Director's Evaluation results. The motion carried unanimously.
2. Discussion and approval of the amended 2023 LPPL Budget: Mrs. Sanders turned this discussion over to Mrs. Lucas with the Finance Department to cover the next two items on the agenda for the Board. Mrs. Lucas, reviewed the 2023 budget worksheet with the Board and noted each item the Finance Committee recommended amending. The areas of increase to recover from extensive cuts last year include interest revenues, personnel services, payroll taxes, memberships, leases, travel categories for continuing education, furniture, and building repairs. Mrs. Lucas stated, "We are trying to get back to regular operations now that COVID is behind us. We are also dealing with the problems that come with aging buildings." She also reminded the Board that computer and peripheral purchases are still pending with a combined \$60,000 already approved for those purposes. She noted that there are funds allocated to offset any internet costs not discounted by the Erate program. No vehicle purchases are planned for 2023, despite increased costs associated with an aging fleet. The proposed changes add \$163,402 to the 2023 budget. A motion was made by Mrs. Soley, seconded by Mrs. Middleton, to accept the recommendation of the Finance Committee to approve the amended 2023 LPPL Budget as presented. A roll call vote was taken: Ms. Smith yes, Mrs. Hubbell yes, Mrs. Bordelon yes, Mrs. Hearns absent, Mrs. LeBlanc absent, Mrs. Middleton yes, and Mrs. Soley yes. The motion carried 5-0-2.
3. Discussion and approval of proposed 2024 LPPL Budget: Mrs. Sanders let Mrs. Lucas explain to the Board, the details of the proposed 2024 Budget with some areas showing an increase, such as personal services and payroll taxes for future staffing. The leases category is funded to cover the possible storefront rental, and funds are allocated to cover any internet costs not discounted by Erate. There is a total of \$60,000 allocated to upgrading computers and peripherals. There is no vehicle purchase planned for 2024. Overall, the 2024 Budget is \$194,598 more than the amended 2023 Budget. After a short discussion, a motion was made by Mrs. Soley, seconded by Mrs. Hubbell, to accept the Finance Committee's recommendation to approve the amended 2023 LPPL Budget as presented. A roll call vote was taken: Ms. Smith yes, Mrs. Hubbell yes, Mrs. Bordelon yes, Mrs. Hearns absent, Mrs. LeBlanc absent, Mrs. Middleton yes, and Mrs. Soley yes. The motion carried 5-0-2.
4. Discussion and approval of Finance Committee recommendations to adjust LPPL salaries: Mrs. Sanders explained, the Finance Committee recommended a 3% structural increase to all LPPL employees effective the next pay period beginning April 29. The increase is neither a COLA nor a merit increase and has no impact on the current pay scale. Additionally, Mrs. Sanders noted that at the end of the year when 2024 health premium cost shares are discussed, the Finance Committee would like the full Board to consider paying 100% for the cost of individual health premiums and an additional 2% on dependent coverage levels. A motion was made by Mrs. Middleton, seconded by Mrs. Soley, to approve the recommended 3% structural increase for all LPPL employees effective April 29, 2023. A roll call vote was taken: Ms. Smith yes, Mrs. Hubbell abstained, Mrs. Bordelon yes, Mrs. Hearns absent, Mrs. LeBlanc absent, Mrs. Middleton yes, and Mrs. Soley yes. The motion carried 4-0-2-1.
5. Discussion and approval of 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." A motion was made by Mrs. Soley, seconded by Mrs. Hubbell, to approve the LPPL pay scale as presented. A roll call vote was taken: Ms. Smith yes, Mrs. Hubbell yes, Mrs. Bordelon yes, Mrs. Hearns absent, Mrs. LeBlanc absent, Mrs. Middleton yes, and Mrs. Soley yes. The motion carried 5-0-2.

With no further business to discuss, a motion for adjournment was made by Mrs. Hubbell, seconded by Mrs. Soley, and carried unanimously. The Library Board of Control was adjourned at approximately 5:57pm.