

The regular meeting of the Library Board of Control was called to order on Monday, September 23, 2013 at 5:00pm with the following:

PRESENT: Harvey Clement  
Eva Shanklin  
Lynette Fossum  
Selma Malcombe  
Judy Bazare  
Shane Hebert

ABSENT: Bennie Smith

Also present were Ms. Laura Sanders, Director, Claire Cheramie, Programming 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. Bazare, seconded by Ms. Shanklin and carried unanimously.

A motion to accept the minutes of the July 22, 2013 regular meeting was made by Mr. Clement, seconded by Ms. Bazare and carried unanimously.

**Public wishing to address the Board:** N/A

**Finance Report:**

Ms. Lucas explained that the balance sheet reflected a \$10million balance at the end of August and our balance today is \$9.8 million. I met with the FEMA rep recently to discuss our improved projects letter related to the Gustav claims. The consensus is that no one on their end did anything with our request from last year. We reprinted the letter and sent it in again. I'll let you know when we get an update. At our last meeting I provided the board with the State Library's handout explaining the process of State Revenue Sharing. That document references that each parish has its own formula for distributing the funds, and I've provided that breakdown to you. To end my report, we attended the pre-bid conference for Thibodaux Cap Roof Repair, so this project is moving ahead. With no other business a motion was made by Ms. Shanklin, seconded by Mr. Clement 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 for August and September, attended meetings with District Attorney and Parish Council concerning the proposed ordinance of taking libraries mills, met with area leaders, continued to administer our community library events and promotional marketing materials, continued to work very closely with our "Friends" groups, attended closing sessions for the Summer Reading Programs at the different branches, spoke with members of Bayou Catholic regarding having our librarian blogs published, did article with Daily Comet about "Book-a- Librarian" service, changes took place with our OverDrive contract, purchased Hoopla Digital that provides downloading of movies, purchased Axis 360 Digital Media Library by Baker & Taylor, we'll start having feature articles and book reviews in a new local magazine "What Now", received draft of the park service MOU on August 9 and have provided a copy with suggested corrections. Also was informed that Jean Lafitte has started closing at 5:00 on Wednesdays-Fridays, met with Safeguard Alarm System for Thibodaux and Raceland Branches, moved the location of the Circulation Desk at the Thibodaux Branch, continue to meet and revise our 3 year Tech plan with staff members, conducted individual meetings with staff members at all branches, Raceland Branch had been broken into a 3<sup>rd</sup> time in the past 2 months. So with Lynette's approval we moved forward with security changes there, attended Thibodaux's Friends of the Library monthly meeting on Monday Sept 9, attended Leeville Launch hosted by Lt. Governor Jay Dardenne on Friday Sept 7, attended Pre-Bid conference for Thibodaux Roof on September 12

A motion was made by Mr. Hebert, seconded by Ms. Malcombe to accept the Director's Report. The motion carried unanimously.

## New Business:

### Item #1 Discussion and approval of Organizational Chart updates:

Ms. Sanders submitted an updated Organizational Chart to the board and explained the job duties that follow the chart. A motion was made by Mr. Clement, seconded by Ms. Malcombe to accept the proposed Organizational Chart. The motion passed.

### Item #2 Discussion and approval of Safeguard Alarm System for Thibodaux Branch:

Ms. Sanders explained the importance of upgrading the alarm system for the Thibodaux Branch. After some discussion the board decided to have the Director research alarm systems upgrades for all of our branches. A motion was made Mr. Hebert, seconded by Ms. Bazare to accept the Safeguard Alarm System at Thibodaux Branch and pursue upgrades at other branches. The motion passed.

### Item #3 Discussion and approval of Technology Upgrades:

Ms. Sanders updated the board that these are the necessary tech updates that were mentioned at the July board meeting and we utilized the best possible rates or used state contract prices where available. The purchases will include: 5ct servers totaling \$13,707, memory upgrades to existing servers \$1,120, 10ct replacement computers totaling \$7,778, 250ct Windows 7/8 Licenses totaling \$12,090, Deep Freeze security software \$7,200, and backup software \$5,249. All of these upgrades are required because our entire library system is running on servers and operating systems that are about to reach end of life and these were included in our IT plan, and we have the sufficient funds in our 2013 budget to proceed with these purchases. A motion was made by Mr. Hebert, seconded by Mr. Clement to approve the Technology Upgrades. The motion passed.

### Item #4 Discussion and approval of Opinion Request:

Ms. Fossum explained that she sent a letter requesting an opinion from the Louisiana State Attorney General questioning whether the proposed partial rededication and 26-year extension of the existing 3.80 Library 10-year millage is actually a new millage subject to the Lafourche Parish's Home Rule Charter requirement that this item can only move forward to a November 16, 2013 election with a 2/3 majority vote of the Lafourche Parish Council. At this time we need it to be stated in the minutes that this opinion is being sought with board support. A motion was made by Mr. Hebert, seconded by Mr. Clement the approval to seek an Opinion Request. The motion passed.

## Old Business:

### 1. Discussion and approval of LPPL Logo:

Ms. Sanders submitted a new logo still representing our current logo just more updated after this item was tabled last meeting. A motion was made by Mr. Hebert, seconded by Ms. Malcombe to approve LPPL Logo. The motion passed.

## Executive Session:

### 1. Strategic Planning:

The Board moved into executive session with a motion from Ms. Bazare, seconded by Ms. Shanklin. The motion passed. The room was cleared and the Board went into executive session. After a period of discussion, a motion was made by Mr. Hebert, seconded by Mr. Clement for the Board to close executive session and return to the public meeting. The motion passed.

Ms. Fossum announced to the board that on September 19, 2013, Mr. Aaron Caillouet, Library Board of Control Liaison, resigned his position, having conflict for the scheduled Library Board Meetings in the foreseeable future and his resignation was approved by the Parish President. Also on that note, I too am not renewing my term in November as board member and so I will not seek reappointment. Ms. Sanders also informed the board that Ethics training will take place on Wednesday, October 16, 2013 at the Thibodaux Civic Center for those members needing to update their certificates for 2013.

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 8:00 P. M.