

February 25, 2008  
Lockport, Louisiana

State of Louisiana  
Parish of Lafourche

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

PRESENT: Judy Babin  
John Brandon  
James Cantrelle  
Nicholas Cheramie

ABSENT: Mary Gayle Bryant,  
Lynette Fossum  
Sharleen Hotard

Also present was Ms. Susanna LeBouef, Director, and Ms. Stacey Guidry, Finance Manager.

The Pledge of Allegiance was led by Mr. Cantrelle.

Mr. Brandon made a motion to adopt the agenda, which was seconded by Ms. Babin and carried.

Ms. Babin moved that the minutes of the Regular Meeting of January 28, 2008 be approved, with a second from Mr. Brandon. After agreement that there were no changes needed in said minutes, the motion passed unanimously.

Ms. LeBouef gave the Director's Report. Included in the Board members' packets were statistics for January, 2008 for all branches, as well as technical service statistics, and financial reports covering LAMP, State revenue sharing and the Lafourche Parish Government. Regarding Ordinance No. 4101, also included was a copy of a letter from Ms. Guidry to Ms. Chastity Himel, Director of Finance, Lafourche Parish Government, requesting a postponement in the transfer of the budgeted funds. Mr. Cantrelle had presented the letter to the Parish Council, which took it under advisement. In response to information received on Resolution No. 7023, Mr. Brandon will submit a new application for his position and Ms. Fossum will reapply for her position. A copy of Mr. Cantrelle's letter to the Lafourche Parish Government stating that Ms. LeBouef is now the contact person had also been distributed to the Board, as well as Mr. Jay Caillouet's invoicing correspondence for the Larose and Lockport projects.

There have been changes made at, and through, the library headquarters: business hours are now 8:00 a.m. to 5:00 p.m.; purchase orders are required for any purchase; and

the previous chain of command draft has been modified. The newly modified draft includes the placement of all Maintenance/Custodial personnel, as well as Youth Services, under the Branch Administrator, Mr. Paul Chiquet, and, with the recent change to contracted services, the elimination of all technology personnel.

A copy of the Technology Plan, submitted to the State of Louisiana, had also been included in the Board packets. This Plan is the source of "e-rate" money, which forms 470 and 471 have also been filed. Cell phone service has been changed to AT&T commencing July 1, 2008. Complete Network Management will begin its reorganization of domains and to prescribe policy changes to the main server.

Staffing changes and openings were also discussed, as well as personnel attending the LLA conference to be held in Shreveport March 4-7, 2008 and the funding for same. Focusing next on press releases, programs and displays, Ms. LeBouef emphasized the large amount of publicity the black history program, scheduled this evening, had received in the Thibodaux and Houma communities.

Regarding building progress and the Thibodaux project, Mr. Cantrelle and Ms. LeBouef met with Ms. Charlotte Randolph, Lafourche Parish President; Mr. Jay Caillouet; Mr. Brennan Matherne, Director of Public Facilities, Parks and Recreation; and Mr. Cullen Curole on February 18, 2008, but received no commitment as to when the project would go out on bid. Mr. Caillouet did state, however, that he would go to bid in six weeks on the Lockport project. Larose was not discussed at the meeting.

Mr. Cantrelle and Ms. LeBouef also met with Mr. Caillouet on February 22 at Mr. Caillouet's request. Asking what plans had been made for the Martha Sowell Utley Library, he stated that they felt that a contract with the Jean Lafitte National Historical Park and Preserve Wetlands Acadian Cultural Center should be reconsidered and that he had written a letter on behalf of the Board on this subject. After requesting and receiving a copy of that letter from Mr. Caillouet and noting that the Board had not been formally copied or, therefore, informed, she asked Mr. Caillouet to please refer Lafourche Parish Council members to the Board and to her when approached. Ms. LeBouef also asked that she be included in his correspondence and meetings concerning the project and that the Board and she would take care of any decisions that needed to be made regarding the Martha Sowell Utley Library. Ms. LeBouef asked him to please proceed with the 308 property.

In response to Mr. Caillouet's assertion that he could not proceed with the Highway 308 property because of inquiries made by Council members, Ms. LeBouef met with Council members Jerry Jones, Michael Delatte, Louis Richard and Joe Fertitta, districts 1, 2, 3, and 4, and Mr. Cantrelle today to present information explaining the Board's decision to site the Thibodaux Branch on the Highway 308 property. The result of the meeting was agreement among the Council members that they could see no reason why the project could not proceed.

Discussion continued among those present, resulting in a motion by Mr. Brandon that

- (1) Ms. LeBouef write a letter on behalf of the Board to Mr. Caillouet stating that, since there is no stop-work order, he is to proceed with the bids and the processes for the libraries; that library business should be discussed with the Board and not others; and that library business will be conducted by the Board and not by Mr. Caillouet;
- (2) the Parish Council is copied on that letter; and
- (3) a letter is sent to the Parish Council recommending that the Board be allowed to proceed with the bids for Lockport and Thibodaux as soon as possible.

Mr. Brandon's motion was seconded by Ms. Babin and passed unanimously.

A motion was made by Ms. Babin to accept the Director's Report, seconded by Mr. Brandon and passed unanimously.

In response to Ms. LeBouef's question, there is no further need for consultation with all Board members before the letter is sent -- she is to proceed with it.

The Finance Report was then given by Ms. Guidry. The January 31 financial statements were included in their packets. The ad valorem monies were invested, and she continues to watch and wait, as there is potential for the interest rates to go down. The auditors now has the remainder of the records.

Ms. Guidry did speak with the auditor about the transfer of funds to the Council. An option would be to turn over a portion of the Larose funds and, regarding Lockport and Thibodaux, to seek an interpretation from the D.A. to "state that this needs to be done." Discussion began and continued with members expressing concern over questions and considerations that have not yet been answered or addressed. Mr. Cantrelle suggested that the auditors provide the list of questions to be given the D.A. for solution before the monies are transferred. In this way the needs of the auditors will be met, and, therefore, the Board's responsibilities in its stewardship of public funds. Mr. Brandon and Mr. Cantrelle both stated the need for complete documentation in all that is done in the process of transferring the monies. A motion to consult the D.A. in this matter and the questions needed from the auditors could not be brought before the Board at this meeting, but will be addressed at the next meeting.

A motion to accept the Finance Report was made by Mr. Brandon, seconded by Ms. Babin and passed unanimously.

Noting the absence of Mr. Caillouet, Mr. Cantrelle asked that Ms. LeBouef contact Mr. Caillouet and request that he attend the next meeting.

A motion was then made by Ms. Babin and seconded by Mr. Cheramie to approve the Chain of Command as presented by Ms. LeBouef. The vote was unanimous in its approval.

Discussion began on the hiring practices for new employees. Mr. Cantrelle asked that he be informed as to who is being hired and requested that a police check be done to insure there is no problem. Mr. Brandon expressed his agreement and talk continued. Ms. LeBouef brought out that all new employees are given a three-month probationary period during which a check can be done in addition to what is observed. The matter was settled, and a motion was made by Mr. Brandon that the Board be notified of any personnel changes. The motion was seconded by Ms. Babin and passed unanimously.

A motion to accept the audit compliance was offered by Mr. Cheramie, seconded by Ms. Babin and passed unanimously.

Tributes were then paid by Mr. Cantrelle, Mr. Brandon and Ms. Guidry on the performance of Ms. LeBouef in her new position as Director.

There being no further business, a motion to adjourn was made by Ms. Babin, seconded by Mr. Cheramie and passed unanimously. The meeting was adjourned at 6:15 p.m.