

The regular meeting of the Library Board of Control was called to order on Monday, April 27, 2015 at 5:30pm with the following:

PRESENT: Bennie Smith  
Harvey Clement  
Judy Bazare  
Lonnie Granier

ABSENT: Angelique Torres  
Suzanne Troxclair  
Selma Malcombe  
John Arnold, Liaison

Ms. Sanders opened with introducing Lonnie Granier as our newest Board member after Mr. Terrebonne resigned at the January 26, 2015 Board meeting. Also present were Mrs. Laura Sanders, Director, Mrs. Sherry Lucas, Finance Manager and Mrs. Dana Clement, Administrative Assistant.

The Pledge of Allegiance was led by Mrs. Bazare.

A motion to accept the minutes of the Regular Meeting on Monday, January 26, 2015 was made by Mr. Clement, seconded by Mrs. Bazare and carried unanimously.

A motion to accept the minutes of the Finance Committee Meeting on Friday, April 10, 2015 was made by Mrs. Bazare, seconded by Mr. Clement and carried unanimously.

Public wishing to address the Board: N/A

Finance Report:

Mrs. Lucas reported we ended March with approximately \$12.4 million and our balance today is \$12.1 million. Last month we completed our E-rate application to receive federal rebates for our telephone and internet expenses. We have applied for approximately \$115K in rebates and are awaiting approval. We have no expenses to report for 2015 Capital projects. With no other business, a motion was made by Mr. Clement, seconded by Mr. Granier, to accept the Finance Report. The motion carried unanimously.

Director Report:

Mrs. Sanders reported managing the daily operations of the library system; purchased Collection HQ database to assist with developing and maintaining a healthy collection; 2014 Year-In-Review was presented. A motion was made by Mr. Clement, seconded by Mrs. Bazare to accept the Director's Report. The motion carried unanimously.

New Business:

1. Executive Session: A motion was made by Mrs. Bazare, seconded by Mr. Clement, to go into Executive Session at 5:55pm and motion passed unanimously. The room was cleared for the Board to discuss strategic planning. At 6:20 pm, a motion was made by Mrs. Bazare, seconded by Mr. Clement, to close the Executive Session and return to the regular agenda. The motion carried unanimously.

2. Discussion and approval of employee salary and scale adjustment for 2015-2016:

A motion made by Mrs. Bazare, seconded by Mr. Clement to defer this item until next Board meeting on Monday May 18, 2015. A vote was taken and the motion passed unanimously with Ms. Smith abstaining from the vote.

3. Discussion of amending the 2015 Budget:

Mrs. Lucas explained that the Finance Committee recommended the proposed amended 2015 budget as presented. We've adjusted the revenue items based on 2014 actual revenues. We looked at 2014 actual expenses to anticipate what line items may need adjusting in 2015. Some funds were moved around but overall, total expenditures in the proposed amended 2015 budget are the same as what was already approved. With no further discussion, the Board moved to the next item on the agenda.

4. Discussion of the proposed 2016 Budget:

Mrs. Lucas explained our revenues are rather consistent and we use our prior actual expenses to plan for the future. Expenses, such as personnel, benefits and liability insurance are categories that we expect to increase annually. We have allocated funds for 2016 COLA/Merit increases. Other expenses are adjusted based on actual. We've made additional adjustments to the collection development category and planned for the purchase of two new vehicles in 2016 to remove our oldest vehicles from the fleet. With no further discussion, the Board moved to the next item on the agenda.

5. Discussion and approval of 2015 millage rate remaining the same:

Mrs. Sanders informed the Board that annually they must discuss the current Library millage rates and present a letter to the Parish Council stating the Board's wishes to either maintain the current rates or roll forward. Mrs. Sanders recommended maintaining the current rates, as they are sufficient to maintain the library system while we still have contingency funds. A motion was made by Mrs. Bazare, seconded by Mr. Clement, to accept the 2016 millage rates remaining the same for LPPL. A vote was taken and the motion passed unanimously.

6. Discussion of letter received from Lafourche Parish Government concerning Playground Equipment Installation at Choctaw Branch:

Mrs. Sanders explained that the Board previously requested that the Parish provide in writing that the Library was not financially responsible for maintenance or insurance liability for playground equipment installed by the Recreation District on property adjacent to the Choctaw Branch. The Board is satisfied with the letter and has no objection concerning the Playground Equipment at Choctaw Branch, with no further discussion.

Old Business:

Ms. Smith announced Lonnie Granier will be placed on the Bylaws Committee serving as the Chairman.

With no further business to discuss, a motion for adjournment was made by Mr. Clement, seconded by Mrs. Brazare and carried unanimously. The Library Board of Control was adjourned at approximately 6:30 pm.