State of Louisiana September 24, 2018

Parish of Lafourche Lockport, Louisiana

The Regular meeting of the Library Board of Control was held at the Lockport Branch on Monday, September 24, 2018 at 5:41pm with the following:

PRESENT: Lonnie Granier

Talisha Chiquet

Harvey Clement

Robert Rome

Daniel Lorraine, Council Liaison

ABSENT: Judy Bazare

Selma Malcombe

Angelique Torres

Also present were Mrs. Laura Sanders, Director; Mrs. Sherry Lucas, Finance Manager; Mrs. Dana Clement, Administrative Assistant and Mr. Blaise Dufrene with Duplantis Design Group, PC.

The Pledge of Allegiance was led by Mr. Rome.

A motion to accept the minutes of the May 21, 2018 Public Hearing followed by Regular Meeting was made by Mr. Rome, seconded by Mr. Clement, and carried unanimously.

Public wishing to address the Board: Councilman Lorraine asked if at the 7/23 Board meeting that was cancelled, was the Board supposed to approve the three architects that were assigned the Multi-Branch project? Mr. Granier advised Mr. Lorraine, no, there was no need for the Board to address that issue. Per the Home Rule Charter, the Parish President chooses the architects. President Cantrelle divided up the work between three architects. Eventually, two architects dropped out, leaving only Weimer-Gros-Flores to handle the project so there would be no further delays. The Council approved two project resolutions on 8/28 & 9/11.

Finance Report:

Mrs. Lucas reported we ended August was $12.4 million and our fund balance today is $12.1 million. We now have flood insurance on all of our buildings. On 7/10 the Council approved the supplemental appropriation to fund our Multi-Branch projects. On 7/24 the Council approved the amendments to our 2018 Budget, including restoring the personnel category to Board-approved amounts. All eRate-related rebates for phone and internet for the funding year ending 6/30 have been received. With no other discussion, a motion was made by Mr. Rome, seconded by Mrs. Chiquet, to accept the Finance Report. The motion carried unanimously.

Director Report:

Mrs. Sanders reported managing the daily operations of the library system; regarding Lockport we are waiting on 3 quotes to fill holes around and possibly under the building. We’re excited to announce Louisiana is one of the four states to have been chosen by Tracy K. Smith, U.S. Poet Laureate, for her Fall tour “American Conversations: Celebrating Poems in Rural Communities.” She will be speaking on Friday, 12/14 at Jean Lafitte building and Saturday, 12/15 at South Lafourche Branch. LPPL is partnering with the State Library of Louisiana, Library of Congress, and Jean Lafitte National Historical Park & Preserve for these events. This year’s SRP numbers are in your packet. With no other discussion, a motion was made by Mr. Clement, seconded by Mrs. Chiquet, to accept the Director’s Report. The motion carried unanimously.

Unfinished Business:

1. Discussion and approval of Abandoned Vehicles Procedure/Policy: A motion was made by Mr. Clement, seconded by Mr. Rome, to table this item indefinitely. The motion carried unanimously.
2. Discussion and approval of employees salary and scale adjustment for 2018: Mrs. Sanders explained that at the request of the Board this item was deferred from the 4/23 regular meeting. The Board already placed funds in the budget to cover a possible COLA/merit increase. Local newspapers have reported positive changes in the economy, sale tax revenues are up from last year, and ad valorem estimates for next year are looking positive. After much discussion, Mr. Rome made a motion, seconded by Mr. Clement, to give all staff a 3% COLA effective the 10/1/18 pay period and an up to 3% merit increase for non-probationary employees based on their evaluation scores. A roll call vote was taken; Mr. Granier yes, Mr. Clement yes, and Mr. Rome yes, with Mrs. Chiquet abstaining due to a family member working at the Library. The motion carried 3-0-3-1.

New Business:

1. Discussion and approval of Thibodaux Branch Addition: A motion was made by Mr. Rome, seconded by Mrs. Chiquet, to defer this item to a Special Meeting in October. The motion carried unanimously.
2. Discussion and approval of the 2019 LPPL employee calendar: Mrs. Sanders explained how we followed the previous calendar and LPPL Holiday Policy 5.02. A motion was by Mr. Rome, seconded by Mrs. Chiquet, to accept the 2019 LPPL Employee Calendar. The motion carried unanimously.
3. Discussion and approval of the 2019 LBC calendar: Mrs. Sanders explained again we followed the previous LBC meeting calendar and the Board ByLaws. A motion was made by Mr. Rome, seconded by Mrs. Chiquet, to accept the 2019 LBC calendar. The motion carried unanimously.
4. Discussion and approval of the purchase of computers to furnish gained space at multiple branches: Mrs. Sanders explained that an allowance for furnishing gained space was included in the original Multi-Branch Project resolution but when the project was divided in two by Parish Administration the furnishing component was inadvertently left off of the revised resolutions. As noted previously, the supplemental appropriation for this project has already been done by Parish Finance and includes amounts for construction, furnishings, and contingency. At this time, we need to address the purchase of computers needed for the gained space. Other furnishings can be addressed later as needed. A motion was made by Mr. Rome, seconded by Mr. Clement, to accept the lowest quote, from Complete Network Management, in the amount of $26,970.00 to purchase computers for gained space at Bayou Blue, Choctaw, Gheens, Larose, & Raceland. A roll call vote was taken; Mr. Granier yes, Mrs. Chiquet yes, Mr. Clement yes, and Mr. Rome yes. The motion carried 4-0-3-0.

With no further business to discuss, a motion for adjournment was made by Mr. Rome, seconded by Mr. Clement, and carried unanimously. The Library Board of Control was adjourned at approximately 7:20pm.