

State of Louisiana
Parish of Lafourche

October 27, 2008
Raceland, Louisiana

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

PRESENT: Judy Babin
James Cantrelle
Harvey Clement
Lynette Fossum
Eva Shanklin
Nicholas Cheramie- **entered at 5:05 p.m.**
Rodney Doucet-**entered at 5:45 p.m.**

ABSENT: John Brandon

Also present were Ms. Susanna LeBouef, Director, Ms. Stacey Guidry, Finance Manager and Ms. Regina Lauland, Assistant Director.

The Pledge of Allegiance was said in unison by the Board.

A motion to accept the agenda was made by Ms. Babin, seconded by Mr. Clement and carried unanimously. Ms. Fossum requested that the Board discuss the results of the Finance Committee meeting held on October 21, 2008. Those items on the agenda being the employee salary schedule, the amended 2008 Budget and the Proposed 2009 Budget. A motion to that effect was made by Ms. Fossum, seconded by Ms. Babin and carried unanimously.

A motion to approve the minutes of the Regular Meeting of September 22, 2008 was made by Ms. Babin and seconded by Ms. Fossum with Ms. Shanklin abstaining due to becoming a new member and was not able to look over the minutes. The motion passed unanimously.

Public wishing to address the Board-None

Architect's Report-None

Ms. Guidry reported on the **Finance Report**, with August and September statements along with the amended 2008 Budget. Ms. Guidry reported that the only changes to the Proposed 2009 Budget were those recommended by the Finance Committee resulting in an increase of the personnel expenses, needed for the anticipated additional staff at the new Thibodaux Branch. After some discussion, Ms. Fossum made a motion, seconded by Ms. Babin to accept the **Finance Report**; the motion passed unanimously.

Ms. LeBouef then began her **Director's Report** as follows:

- Minutes from September 2, 2008 regular meeting
- Library Statistics: August & September statements for 2008
- Parish Council: New Member, Ms. Eva Shanklin appointed and present at the meeting. Ms. LeBouef also spoke on the resolution that was rejected concerning the Thibodaux Library Design for the new branch at the council meeting on September 9, 2008. She also

commented on the Library resolution concerning the finances of the Library from October 14, 2008 meeting.

- Headquarters:
 - Larose will host its Open House on November 14, 2008
 - Gheens repairs completed
 - Bayou Blue repairs not completed
 - South Lafourche air conditioner parts are ordered
 - Received a grant from Louisiana Arts Council
 - Gen-Con punch list is not completed
- Technology: AT & T has begun work on Metro E-Internet
- Staffing: Hired Dana Clement as Administrative Assistant
- Press Releases: Informing the community on new materials, programs and activities at our Libraries.
- Programs/Display:
 - Prime Time is back at Bayou Blue
 - All Branches will participate in Fire Prevention activities
 - All Branches will participate in Veterans Day activities
 - Larose will host a Pottery Classes starting in November
- Building Progress:
 - Lockport slab was poured, building frame scheduled for November 21
 - Thibodaux no report

Much discussion was brought up to the board by new member Ms. Shanklin on where the board stood on the new Thibodaux Library. The board requested that Ms. LeBouef set up a meeting with the Parish President, Administration, Mr. James Cantrelle, Mr. Jay Caillouet and the District Attorney's office to clarify those issues with the new Thibodaux Library.

A motion was made by Ms. Fossum, seconded by Ms. Shaklin to have Ms. LeBouef once again convey the Board's recommendations, in writing, that the new Thibodaux Branch be a 23,000 square foot, one story building. The motion passed unanimously.

A motion was made by Ms. Fossum, seconded by Ms. Babin to accept the **Director's Report**; the motion passed unanimously.

New Business:

Discussion and approval of the Lockport furniture bids:

Mr. Cantrelle submitted the information to the Board with Library Interiors Inc. being the only company submitting a bid in the amount of \$249,892.95. A motion to accept the bid, from Library Interiors Inc. and to place the Library Board's acceptance of the bid on the next Parish Council agenda, was made by Ms. Babin, seconded by Ms. Fossum and the motion passed unanimously.

Discussion and approval of Thibodaux Capital Outlay funds:

Ms. Guidry answered any questions the board had concerning the funds. A motion was made by Ms. Fossum, seconded by Ms. Shanklin to keep the Thibodaux Capital Outlay funds; the motion passed unanimously.

Discussion and approval of the purchase of vehicle:

A motion was made by Ms. Fossum, seconded by Judy Babin giving Ms. LeBouef permission to go out on state contract to purchase an additional vehicle for the growing outreach program; the motion passed unanimously.

Discussion and approval of the Library closure on November 4, Election Day:

A motion was made by Ms. Fossum, seconded by Ms. Babin to approve the Library closing on Tuesday, November 4, 2008, Election Day; the motion passed unanimously.

Discussion and approval of Employee Salary Schedule (Finance Committee Report in *four parts):

***Part 1: Pay Scale:** Ms. LeBouef explained the new pay scale highlighting the entry level starting at \$7.51 and the need to pay MLS Librarians a competitive salary. A motion was made by Ms. Fossum, seconded by Ms. Babin to accept the new and revised Employee Salary Pay Scale; the motion passed unanimously.

***Part 2: Employee Compensation Scale:** Ms. LeBouef explained the Employee Compensation Scale. She reviewed the scale by using the tier method that identifies education levels based on job descriptions. A motion was made by Ms. Babin, seconded by Mr. Clement to accept the Employee Compensation Scale; the motion passed unanimously.

***Part 3: Employee Cost of Living Adjustment (COLA):** Ms. LeBouef explained the Cost of Living Adjustment (COLA). A motion was made by Ms. Babin, seconded by Ms. Fossum to accept the Cost of Living Adjustment (COLA) at 4%; the motion passed unanimously.

***Part 4: Pay Period in November 2008:** A motion was made by Ms. Fossum, seconded by Ms. Babin to accept the 4% COLA and to start with the first pay period in November 2008; the motion passed unanimously.

With no further business to discuss, a motion for adjournment was made by Ms. Fossum, seconded by Ms. Babin, and passed unanimously. The Library Board of Control was adjourned at approximately 7:15 p.m.