

The Regular Meeting of the Library Board of Control was called to order on Monday May 23, 2011 at 5:00 P. M. with the following:

PRESENT: James Cantrelle
Harvey Clement
Rodney Doucet-left at 6:00pm to attend another meeting
Lynette Fossum
Shane Hebert
Selma Malcombe
Eva Shanklin

ABSENT: Nicholas Cheramie-father in hospital

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

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

A motion to accept the agenda was made by Mr. Hebert, second by Mr. Cantrelle and carried unanimously.

A motion to accept the minutes of the April 25, 2011, regular meeting was made by Mr. Cantrell, second by Mr. Clement and carried unanimously.

Public wishing to address the Board:

Councilman Doucet notified the board about purchase of construction code books were placed on the parish agenda. Ms. LeBouef informed Councilman Doucet the library has already purchased the books and should be arriving soon.

Finance Report:

Included in your packets are the April 2011, financial statements which I relied on greatly to help in the preparation of our amended 2011 and proposed 2012 budget. Our 2011 expenses are on track and all of our operational expenses are where we forecasted them to be at this point in the year with the exception of the amendment of \$9,200.00 for the line item of Service charges and fees. This line item was used to post the cost of the real estate agents commission for the sale of the old Galliano library; you will find that sale on the income side under Proceeds from the sale of Asset for the amount of \$73,692.00. Some other changes on the income side, we received over \$97,000.00 more in ad valorem taxes than we budgeted for and collected more funds that anticipated for in photocopies, sale of materials and lost items. With no other business a motion was made by Mr. Cantrelle, second by Mr. Clement to accept the Finance Report. The motion carried unanimously.

Ms. LeBouef presented her Director's Report as follows:

- Library Statistics: April 2011 included in packet
- Headquarters: Presented 2011 Annual Report at council meeting on Tuesday, April 26; made another trip to Shreveport Memorial to pick up more "Quick Cases" on Thursday, May 5 and an additional trip is scheduled for May 24; sent staff members to Baton Rouge to attend Legislation Day; held Administrative Meeting on Monday, May 9; Summer Reading craft workshop held in Lockport on Friday, May 13; Books-a-Million shopping trip on Saturday May 14 to support Habitat for Humanity day; will attend SLIS Diploma Ceremony at LSU in Baton Rouge on Friday, May 20 in memory of Nassim Kashani
- Technology: received new computers for South Lafourche

- Staffing: Helen Brunet-North Area Administrator; Patricia Boatman-South Lafourche Branch Librarian; Tangella Bergeron-Bayou Blue Branch Associate; Allison Reed-Branch Associate II; Heather LaGrange-Branch Associate I; Patrizie Stuart-Circulation Manager
- Press Releases: Enclosed are articles sent to the newspapers informing the public on what is new with, and programs being presented through the Library
- Programs/Displays: Bayou Blue: Storytime “Louisiana Spirit” on May 2 at 10:30; Choctaw: Storytime “Summer Vacation” on May 26 at 4:30; Golden Meadow: Storytime “At the Beach” on May 31; Larose: Scrapbooking on May 17; Lockport: Storytime “Cinco de Mayo” May 5
- Raceland: Children’s Book Week May 2-7; South Lafourche: Line Dancing on May 27 at 10:00; Thibodaux: Pokeman League on May 27 at 3:00
- Buildings: Thibodaux: Met with Carl Ekblad, Library Interior on the library furniture layout; Met with Hans Geist to discuss murals; Met with Mayor Eschete to discuss no parking zone
- Follow-up: Raceland- contacted Chris Landry, Parish Maintenance to investigate odor. Nothing was found; air and sewerage line repair was appropriate. (See branch manager email); Lockport: BETCO was contacted; reported would get an engineer to evaluate the site. Once we have the report back I’ll present it to the board. ; Nepotism: policy provided- library system is in compliance; Committees: provided a copy. Ms. Shanklin asked the nepotism be looked into further and placed on next month’s agenda for review concerning two sisters working together at a branch.

A motion was made by Mr. Clement, seconded by Mr. Cantrelle to accept the Director’s Report. The motion carried unanimously.

New Business:

Item #1 Discussion of Board conflict of interest & ethical obligations (annual review):

Ms. LeBouef explained this is standard procedure for the board to sign.

Item #2 Discussion of Board Committees:

Discussion of the board members on each committee and the Finance committee agreed to meet on Tuesday, June 7 at 7:00 p.m. in the Thibodaux Headquarters building.

Item #3 Discussion and approval transfer of Lockport Capital Outlay to Thibodaux Outlay:

Ms. Fossum explained some remaining funds in the Lockport Capital Outlay line item to be moved into Thibodaux Outlay line item.

A motion was made by Mr. Cantrelle, second by Ms. Shanklin to transfer the Lockport Capital Outlay to Thibodaux Outlay. The motion carried unanimously.

Item #4 Discussion and approval transfer of Public Library Operations to Thibodaux Outlay:

Ms. Fossum explained some remaining funds in the Public Operations line item to be moved into the Thibodaux Outlay line item.

A motion was made by Ms. Shanklin, second by Mr. Cantrelle to transfer the Public Library Operation to Thibodaux Outlay. The motion carried unanimously.

Item #5 Discussion and approval of purchase new vehicle:

Ms. LeBouef explained the purchase of a new vehicle was approved in the 2011 budget and now ready to move forward with the purchase.

A motion was made by Mr. Cantrelle, second by Mr. Hebert to approve purchase of a new vehicle. The motion was carried unanimously.

Item #6 Discussion and approval of State Library Laptop Checkout Policy:

Ms. LeBouef explained that we would be getting 10 laptops from the State Library and the board requested to approve the checkout policy the State Library has provided.

A motion was made by Mr. Cantrelle, second by Ms. Shanklin to approve the State Library Checkout Policy. The motion was carried unanimously.

Item #7 Discussion and approval of State Library Laptop Checkout Agreement:

Ms. LeBouef explained again this is the agreement from the State Library for the state laptops.

A motion was made by Mr. Cantrelle, second by Mr. Hebert to approve the State Library Checkout Agreement. The motion was carried unanimously.

Old Business:

Mr. Cantrelle requested that a representative from Duplantis Design be present at the next board meeting for an update on the Comet building. Ms. LeBouef will contact the company.

Ms. Shanklin questioned where we were with the plaques? Ms. LeBouef explained Councilman Doucet will be placing it on the parish's agenda as a resolution to request contacting the District Attorney for an opinion.

Ms. Fossum notified the board a copy of the response letter was mailed to Patrice Stuart on the information she shared with the board concerning her transfer to Thibodaux at last board meeting. Ms. Fossum also presented the minority rate within the employees for the library, 8 out of 43 staff members that are considered minority and when comparing with the U.S. Census, the census for Lafourche has 13% in the parish and we're coming in at 16.8% with our employment so we are above the census for Lafourche parish.

With no further business to discuss, a motion for adjournment was made by Mr. Clement, second by Mr. Hebert and carried unanimously. The Library Board of Control was adjourned at approximately 7:00 P. M.