

The Regular Meeting of the Library Board of Control was called to order on Monday, October 22, 2012 at 5:00 P. M. 720 Crescent Avenue, Lockport with the following:

PRESENT: Lynette Fossum  
Harvey Clement  
Shane Hebert  
Eva Shanklin  
James Cantrelle

ABSENT: Bennie Smith  
Selma Malcombe  
Aaron Caillouet

Also present were Ms. Susanna LeBouef, Library Director.

The Pledge of Allegiance was said by Mr. Clement.

A motion to accept the agenda was made by Mr. Hebert, second by Ms. Shanklin open for discussion with Mr. Clement requested moving Item #5 to Item #3, Mr. Hebert second that motion and the board voted on the amended agenda and carried unanimously.

A motion to accept the minutes of the September 24, 2012 regular meeting was made by Mr. Cantrelle, second by Mr. Hebert and carried unanimously.

**Public wishing to address the Board:**

Darlene Castalano addressed the board with a letter she received from Ms. LeBouef as a reply to a letter Ms. Castalano sent Ms. LeBouef expressing her dissatisfaction on Ms. Brenda Bascle's transfer from Lockport to Larose Branch. Mr. Clement read the letter to the board. Ms. Fossum thanks Ms. Castalano for coming to the meeting but unfortunately we can't discuss personnel issues without the employee present. After some discussion, the board did decide to hold an executive committee meeting and present the findings to the board.

**Finance Report:**

Ms. LeBouef reports that our current fund balance sheet as of today reflects at \$9,035,576 and we have nothing out of the ordinary for September. The Parish has provided us with a copy of the building & vehicle liability policy. We now know there is no separate entry for vehicle coverage because it is a combination policy. We are waiting to hear how our portion of the premium was calculated. The total premium cost to the Parish was \$371,065 for 2012. The Library was charged \$135,559 by the Parish. We'd like to see the calculation on this because it represents 36.5% of the total premium. In previous years, our portion of the total premium was 30-32%. We'd also like documentation from the Parish showing the Library isn't paying the building insurance on the portion of the South Lafourche building that houses their government complex. Items we're waiting to hear from the Parish: 1) the status of the electricity bill at South Lafourche. We have calculated that based on square footage, the Parish owes the Library approximately \$9,840.68 for their portion of the 2012 electricity bills for the first 3 quarters of the year. We've been waiting since February for the Parish to produce some other means of determining usage. 2) Waiting on confirmation that the balance in the Thibodaux Cap account has been corrected. Another item to note, we submitted an Improved Projects request letter to FEMA to make sure that our Hurricane Gustav contents claims for Lockport and Bayou Blue did not require us to replace the books by title and that the two claims were combined into one because that's how we were invoiced by vendors. The FEMA representative got back to us in July to make sure that the contents claimed were entirely books-we confirmed that for her. Since then, we have been reaching out to her monthly to confirm that the letter was accepted by FEMA and the claims upgraded. We have gotten no response, and we are only authorized by the Parish to communicate with that one representative because the Parish is the claimant. We have asked the Parish to follow up on this for us and are waiting for a response. Mr. Cantrelle also reminded the board on the motion made at the September meeting to send a letter to the District Attorney's office concerning the utility bills at South Lafourche being joint with Parish Government.

With no other business a motion was made by Mr. Hebert, second by Mr. Cantrelle to accept the Finance Report. The motion carried unanimously.

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

- Headquarters: attended Parish Council Meeting Sept 25; new vehicles purchase complete; new truck is pending; attended TLC conference in Tampa; Primetime Bilingual started in Golden Meadow from Oct 3-Nov 14; held Administrator's meeting on Oct 8; attended LAMP conference in New Orleans; staff training on Oct 19, Golden Meadow receiving a small facelift.
- Met with Anlyn representative concerning updating printers at branches
- Removed Henry Cancienne Exhibit at Jean Lafitte Park Service in Thibodaux
- We're now on Twitter, have teen blog and library blog including our Facebook page
- Found a location to place a bike rack at Thibodaux Branch-order pending
- October 11 sent copies of all staff Ethics certificates per parish request; Library Board Ethics certificates pending
- Attended meeting at Parish Council Oct 11, as per Aaron Caillouet's request
- Technology: Metro-E complete-303 West Fifth released to the Parish on October 31, 2012
- Staffing: hired Amy Dempster, Part-time Reference Associate for Thibodaux; reassigned Regina Lauland to Loans and Acquisitions; appointed Claire Mayeux Cheramie Assistant Library Director. Two employees are on extended leave due to illness.

A motion was made by Mr. Hebert, second by Mr. Cantrelle to accept the Director's Report. The board voted yes, Mr. Clement voted nay. The motion carried.

**New Business:**

**Item #1 Discussion & adoption of the 2013 LPPL employee calendar:**

Ms. Fossum introduced the 2013 employee calendar which was followed from the previous calendar year. A motion was made by Mr. Hebert, second by Mr. Cantrelle to accept the 2013 LPPL employee calendar. The motion carried unanimously.

**Item #2 Discussion & adoption of the 2013 Library Board of Control calendar:**

Ms. Fossum introduced the 2013 board calendar and expressed maybe holding a few of the meetings at different branches but this would be the upcoming board president's decision but the calendar can be amended throughout the year. A motion was made by Mr. Hebert, second by Mr. Cantrelle to accept the Library Board of Control calendar. The motion carried unanimously.

**Item #3 Discussion & approval of sex offender policy:**

Ms. Fossum introduced the policy Mr. Hebert suggested changing "he" to "be" on item #1 in the policy. A motion was made by Mr. Cantrelle, second by Mr. Hebert to accept the sex offender policy with the correction. The motion carried unanimously

**Item #4 Discussion and approval of Library Director's evaluation results:**

Ms. Fossum addressed the board by explaining the evaluation summary was read at the last meeting by Mr. Clement. Ms. Fossum explains once again I was the person who compiled and once again we're in the same spot we were a year ago. It was to go out in July so we can look at it and try to find another comprehensive situation for compiling evaluations, what we call an evaluation instrument so without an updated tool this is the instrument we have and used this year and previous years that basically shows anyone using this evaluation tool can get away with 80% or come across as being average and so on and so forth on getting good grades. Last year I gave a percentage overall and I choose it was only fair not to do that and to show that there has been decrease in "very goods" category and so therefore the percentage has moved down with more needs improvement. The comments that were made were relatively positive comments. A motion was made by Mr. Hebert, second by Mr. Cantrelle to approval the Library Director's evaluation results. The board voted yes, Ms. Fossum voted nay. The motion carried. Ms. Fossum explained how she knows she doesn't have to give a reason for her nay but felt her main reason was because the board did not get a new evaluation tool and has used this document for years. Ms. Shanklin commented, when we did our By-Laws meeting this was one of the items we discussed, to have the evaluations handed out at the July meeting. Ms. Susanna informed the board that the Director's Evaluation was handed out in the timeline as requested at the July's regular board meeting and was to be presented at the August regular meeting but because of Hurricane Isaac the meeting was canceled and presentation was given at September's meeting.

**Item #5 Discussion and approval of Library Director's continued employment for October 2012-October 2013:**

Ms. Fossum explains that at this point we go into executive session; a motion was made by Mr. Clement, second by Ms. Shanklin to move into executive session. The motion carried unanimously. (Tape was turned off) A motion was made by Mr. Hebert, second by Mr. Cantrelle to close the executive session and brought to vote. The motion carried. A motion was made by Mr. Hebert, second by Mr. Clement to accept the Library Director's employment for October 2012-October 2013. When called to vote, Mr. Cantrelle, no; Ms. Shanklin, no; Ms. Fossum, no; Mr. Clement, no; Mr. Hebert, no. motion failed unanimously. Ms. Fossum explains to Ms. LeBouef you've had wonderful service, you've done us well. You have been compensated equally and we appreciate your service. As of the end of this meeting you are to go to Headquarters and remove your effects. Ms. Fossum asked Ms. LeBouef if she had a statement but Ms. LeBouef did not. A motion was made by Mr. Hebert, second by Mr. Cantrelle to assign Regina Lauland, Interim Director on a month to month, 30 day period until position is filled for Library Director. The motion carried unanimously.

Ms. Susanna asked the board concerning her vacation time and excessive accumulated sick time to be compensated for what she would be losing? The board can discuss it and look into your accumulated sick time but yes we know that you are awarded your vacation time days that you have not taken since this session but your contract ended September 2012 so you have had 30 days to use that time. Ms. LeBouef informed the board that she had 40 days of sick hours accumulated. Mr. Cantrelle stated we need to find out so we don't cheat anybody. Ms. Fossum stated, not sick leave but vacation time and that is regular process. Ms. Shanklin stated, unless you are civil service employee. Ms. Fossum questioned the board members, have you guys checked on that session or have we spoken on that.

**Old Business:**

Ms. Fossum addressed the board to move November 19<sup>th</sup>, 2012 board meeting to the Thibodaux Branch and also it's time for the election of officers. I will also try to make my way to Headquarters to help with the transition because I know we have some issues to address to keep moving, along with a run-down of items Ms. LeBouef has pending including the District Attorney's letter and so on that needs to be addressed right away. Ms. Fossum informs Mr. Cantrelle that there is a clause stating until a replacement is assigned, members are still active on the board so we appreciate your service but unfortunately we have to notify you that your service has to be continued on this board until a new member is assigned.

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.