

The Regular Meeting of the Library Board of Control was called to order on Monday, May 20, 2013 at 5:00pm with the following:

PRESENT: Lynette Fossum  
Harvey Clement  
Shane Hebert  
Selma Malcombe  
Bennie Smith  
Eva Shanklin  
Judy Bazare

ABSENT: Aaron Caillouet

Also present were Ms. Sherry Lucas, Finance Manager, Ms. Regina Lauland, Interim Director, Claire Cherie, Assistant Director, Archie Chiasson, Parish Administrator and Charlotte Randolph, Parish President.

The Pledge of Allegiance was led by Mr. Clement.

A motion to accept the agenda was made by Ms. Smith, seconded by Ms. Shanklin and carried unanimously.

A motion to accept the regular meeting minutes of Monday, April 22, 2013 was made by Mr. Clement, seconded by Ms. Bazare and carried unanimously.

A motion to accept the Director Search Committee meeting minutes of Friday, May 3, 2013 was made by Ms. Shanklin, seconded by Ms. Bazare and carried unanimously.

A motion to accept the Finance Committee meeting minutes of Tuesday, May 7, 2013 was made by Ms. Smith, seconded by Mr. Clement and carried unanimously.

Public wishing to address the Board:

Glenda Washington, VITA (Volunteer Income Tax Assistance/ Tax Counseling for the Elderly) addressed the board concerning issues that took place at different locations and then my site coordinator in New Orleans received a letter about Ms. Washington not returning next year. After some discussion, Ms. Fossum told Ms. Washington we appreciate you bringing this to our attention and this will be handed over to administration to investigate.

Denise Hughes, 4U, presented the board with certificates of appreciation for the different branches that assisted with the tax services for the community. We thank you for your time and allowing us to help the community.

Finance Report:

Ms. Lucas addressed the Board, we ended April with just under \$11.5 million and our balance today is \$11.1 million. March LAMP and bank statements-the Thibodaux capital statement is still showing \$435 thousand that should show our balance at approximate \$400 thousand. Ms. Lucas informed the board about a meeting she attended concerning the Lockport sidewalks and feels like a solution between BETCO, Parish Administration and Jay Caillouet will be coming soon. Also, I would like to update the board concerning purchasing of two vehicles. The board approved this line item last year and we just received quotes to move forward. We will be replacing one vehicle that has high mileage and adding one additional vehicle to the fleet due to our outreach programming needs. The Parish has asked us to mention this in tonight's minutes so we obtained three quotes on a 2013 Ford Explorer and a 2013 Ford Taurus. The lowest quotes on both vehicles came from Lafourche Motor Company in Lockport, and we plan to proceed with submitting resolutions to the Council so that we may place our order.

With no other business a motion was made by Ms. Smith, seconded by Mr. Clement, to accept the Finance Report. The motion carried unanimously.

### Interim Director Report:

- Headquarters: managing the daily operations of the system; E-rate is completed; staff attended Spring Administrative Librarians conference on May 2 @ State Library; attended Director Search Committee meeting on Friday, May 3; attended Finance Committee meeting on Tuesday, May 7; Raceland has been announced as our next Primetime location
- Technology: met with Ron Drake regarding technology classes geared towards libraries for tech staff
- 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 Branch-Join us for cookies & milk for National Chocolate Chip Day on May 15 from 1:00pm-4:00pm; Choctaw Branch-all teachers are invited for refreshments from 2:30pm-4:30pm in honor of Teacher's Day on May 7; Golden Meadow- Free English classes for Spanish speakers begin May 4, call to register or for more information; Larose-Senior Strikers on May 6 @ 10:00am;

A motion was made by Ms. Smith, seconded by Ms. Bazare to accept the Interim Director's Report. The motion carried unanimously.

### New Business:

#### Item #1 Discussion of amended 2013 Budget, including the COLA increase:

Ms. Lucas informed the boards about the discussion of the amended 2013 Budget that the Finance Committee voted on, and unanimously approved. The suggested items: updating line items for state revenue sharing and grants, removed Employee Liability Insurance because we share this with the parish's policy so it was duplicate coverage. Also, I presented a staff pay increase for implementation on September 1, 2013, for 4% COLA and 2% merit. The budget allowed for this without the need for amendment. Our staff evaluations will be complete by July, so there is no conflict there. With no further discussion the board moved on to the next item on the agenda.

#### Item #2 Discussion of the 2014 Budget:

Ms. Lucas informed the board, again the Finance committee unanimously approved the 2014 Budget. The proposed 2014 Budget closely follows the 2013 amended budget and was adjusted to take into consideration our revenue and spending trends over the last two years. I have worked with our administration and acquisitions department to address needs in the collection development line items. With no further discussion the Board moved to the next item on the agenda.

#### Item #3 Discussion and approval from the Director Search Committee on their recommendation of new director:

Ms. Smith informed the board how they received 12 applications for the Director position, and these were narrowed down to 3 candidates. An interview process was conducted. At this time I am presenting to you the candidate from the Director Search Committee recommendation for hiring as the new Director. The candidate will be at entry level, placed on a probation period for at least six months to learn and demonstrate the responsibilities of the position. At which time if an additional six months' probation period is needed, the committee will come back to the Board.

A motion was made by Mr. Hebert, seconded by Ms. Bazare to accept the recommendation of the new director at the base salary. Motion carried unanimously.

At this time, Ms. Fossum presented and welcomed Ms. Laura Sanders as the new Library Director for Lafourche Parish Public Library. Also, the Board thanked, Ms. Regina Lauland for stepping in as Interim Director.

Mr. Hebert wanted to inform the board, through Ms. Lauland assisting, I met with Josh Duet the libraries IT department and it feels like we're moving in the right direction for our community.

With no further business to discuss, a motion for adjournment was made by Ms. Shanklin, seconded by Mr. Clement and carried unanimously. The Library Board of Control was adjourned at approximately 6:00 P.M.