

The Regular Meeting of the Library Board of Control was called to order on Monday, February 22, 2010 at 5:00 pm with the following:

PRESENT: James Cantrelle
Harvey Clement
Lynette Fossum
Eva Shanklin
Shane Hebert
Judy Babin
Nicholas Cheramie

ABSENT: Rodney Doucet

Also present were Ms. Susanna LeBouef, Director, Ms. Stacey Guidry, Finance Manager, Joel Doty, Finance Director for Lafourche Parish and Greg Sanamo, Director of Parks, Recreation and Public Facilities for Lafourche Parish.

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

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

A motion to accept the minutes of the November 23, 2009, Regular Meeting was made by Ms. Babin, seconded by Ms. Fossum and carried unanimously.

Public wishing to address the Board: None

Finance Report:

Ms. Guidry went over the December packet, which included a document listing the actual expenses incurred versus the budget for 2009. She stated this should give a clear picture of what the library has spent for the year. Our audit has started, our engagement letter has been signed, and the actual audit will be conducted this week. Once the audit is complete, we'll have an audited financial statement, that'll give a much clearer picture on where the library finances stand. Ms. Guidry also stated that for 2010, the library opened a second LAMP investment account for the purpose of library daily operations to be more fiscally responsible and to help reach our commitment to maintain a balanced budget for 2010 fiscal year. A motion was made by Ms. Babin, seconded by Ms. Shanklin to accept the Finance Report. The motion carried unanimously.

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

- Library Statistics: Statistics for the month of November and December of 2009 were submitted but January will be submitted at a later date in the board packets
- Parish Council: All paper work for employees and timesheets presented in a timely manner
- Headquarters: attended State Library workshop in Baton Rouge on December 2; held Parish Wide Staff Development on December 7; attended E-Rate meeting at Terrebonne Parish Library December 10; held Staff Policy Meeting on December 11; attended LAMP Workshop in Bossier City on December 14-16; held Administrators' meeting on January 11; drafting new 5 year plan-collecting data form constituents; adjusted Branch hours at Satellites for optimal use; donated materials for the Lafourche Parish Jail library; database training on January 27 at South Lafourche Branch; attended Thibodaux's Opening for PrimeTime Reading; attended State Workshop in Lafayette on Feb. 5; staff attended PrimeTime reception in New Orleans; staff attended State

- workshops on Feb 4 and Feb 10 in Baton Rouge; working with Stacey on Audit; attended Krewe of Bookworms Parade, Krewe of One Upon A Time Parade and Krewe of Des Petites Enfants Parade; attended signing of the Daily Comet Building, Feb 11, 2010
- Staffing: Jessica Kilgen accepted Manager's position for Raceland Branch and also hired for the Thibodaux Branch-Part-time staff; Doris Dixon, Monique Johnson and Jasmine Richard
 - Technology: 2010 E-Rate filing in progress, applied for 2010 E-Rate and in the process of updating computers at Larose and Golden Meadow Branches
 - 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: Raceland- hosting a free diabetes education class and Community Appreciation Day; all Branches-preparing for January is Fine Free Month; Children's Mardi Gras Parades; Krewe of Bookworms-Feb 10 @ 10:00 Thibodaux Civic Center; Krewe of Once Upon A Time-Feb 11 @ 10:30 Lockport Branch; Krewe of Des Petites Enfants-Feb 12 @ 10:30 South Lafourche Branch; Raceland- hosting a Resume Workshop; Choctaw-hosting Library Lovers Day; Bayou Blue-offering Free Tax Services; All Branches-preparing for February- Mardi Gras, Black History and Library Lovers Month
 - Buildings: Lockport- leaking roof in lobby attic- (Feb. 10 met with Parish on a solution to fix the leak); installed door ringer; got estimates for railing; punch list not completed; emailed BETCO for prices on automatic door; no response. Thibodaux- building currently locked and secured since signing; will begin working with parish to have unwanted doors and hoist removed; requested from Mrs. Randolph to appoint a library interior designer and contractor.
- A motion was made by Ms. Shanklin, seconded by Ms. Babin to accept the Director's Report. The motion carried unanimously.

New Business:

Item #1 Review and acceptance of the Louisiana Compliance Questionnaire:

Ms. LeBouef clarified that this is our annual audit and asked the board to accept the Louisiana Compliance Questionnaire in order to proceed with a full audit. A motion was made by Mr. Hebert, seconded by Mr. Cheramie to accept the Louisiana Compliance Questionnaire. The motion carried unanimously

Item #2 Review and acceptance of the Bourgeois Bennett, LLC Questionnaire:

Ms. Guidry addressed the board informing them that this is not necessary. No action needed.

Item #3 Discussion and approval to purchase Microfilm machine for Thibodaux Genealogy Department:

Ms. LeBouef explained to the board that the microfilm machine would be for the Thibodaux branch. A motion was made by Ms. Babin, seconded by Ms. Shanklin to purchase a Microfilm machine for Thibodaux Genealogy Department. The motion carried unanimously

Item #4 Discussion and approval of railing for Lockport:

After much discussion among the board members, they decided to table Item # 4 until next meeting. A motion was made by Ms. Babin, seconded by Mr. Hebert to table Item # 4 until next board meeting. The motion carried unanimously.

Item #5 Discussion and approval of automatic door for Lockport:

Ms. LeBouef gave details on the quote to install automatic doors at Lockport Branch due to numerous complaints regarding the heavy doors from patrons visiting the branch. A motion was made by Ms. Fossum, seconded by Ms. Babin to approve installing automatic internal doors and exterior doors at Lockport Branch. The motion carried unanimously

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