The Regular Meeting of the Library Board of Control was called to order on Monday, May 24, 2021 at 5:30 pm with following:

PRESENT: Bennie Smith  
Courtney Hubbell  
Robert Rome  
Lauren Bordelon  

ABSENT: Talisha Chiquet  
Ruby LeBlanc  
Selma Malcombe  

Also present in the meeting room: Mrs. Laura Sanders, Director; Mrs. Sherry Lucas, Finance Manager; and Mrs. Dana Clement, Administrative Assistant, for the Lafourche Parish Public Library.

The Pledge of Allegiance was recited together.

Ms. Smith stated after roll call, “We have a quorum and can move forward with our meeting.”

A motion to accept the LBC agenda was made by Mrs. Hubbell, seconded by Mrs. Bordelon, and carried unanimously.

A motion to accept the minutes of the April 26, 2021 Regular meeting was made by Mrs. Bordelon, seconded by Mrs. Hubbell, and carried unanimously.

A motion to accept the minutes of the April 26, 2021 ByLaws Committee meeting was made by Mr. Hubbell, seconded by Mr. Rome, and carried unanimously.

A motion to accept the minutes of the May 5, 2021 Finance Committee meeting was made by Mr. Rome, seconded by Mrs. Hubbell, and carried unanimously.

Public wishing to address the Board: N/A

Finance Report:  
Mrs. Lucas reported, LPPL has a fund balance of $9.3M. The Thibodaux Addition payout is at $3.4M and there are still punch list items with Betco and with furnishings. The Lockport Entryway Project payout is at $18K and should go out to bid soon. The architect’s delay has been planning the logistics of plumbing repairs needed under the building. With no other discussion, a motion was made by Mr. Rome, seconded by Mrs. Hubbell, to accept the Finance Report. The motion carried unanimously.

Director’s Report:  
Mrs. Sanders reported managing the daily operations of the library system. Mrs. Sanders explained to the Board about an upcoming meeting with the Parish to talk about electronic timeclock use for all employees. The Board expressed concerns and suggested contacting the State Library for guidance since this change impacts daily operations. The Board was updated on the continued flooding in the Thibodaux Addition stairwell and parking garage. The City of Thibodaux cleaned out debris from the storm sewers, but there is still flooding. Duplantis Design was out surveying today, and the Board will be updated on findings. LPPL has partnered with Second Harvest again and will provide meals for kids 18 years and younger this summer. LPPL will receive State Library funds from the IMLS ARPA Act that will go toward hot spots, laptops, and other IT services. A motion was made by Mr. Rome, seconded by Mrs. Bordelon, to accept the Director’s Report. The motion carried unanimously.

Public wishing to address the Board: N/A

Executive Session:  
A motion was made by Mr. Rome, and seconded by Mrs. Hubbell, to defer entering into Executive Session to review the Annual Director Evaluation until the Monday, July 26, 2021 Regular Meeting. The motion carried unanimously.

New Business:

Library Board of Control Meeting Minutes  
Monday, May 24, 2021
1. Approval of Director’s Evaluation Results:
   A motion was made by Mr. Rome, seconded by Mrs. Hubbell, to defer this item until the Monday, July 26, 2021 Regular Meeting. The motion carried unanimously.

2. Discussion and approval of recommending the amended the 2021 budget:
   Mrs. Lucas explained that within the 2021 budget LPPL needs to reduce the Ad Valorem line item to $5.1M to reflect less revenue expected from the now reduced primary millage and assuming the secondary millage is collected next December/January. LPPL needs to reduce the interest earnings line item to $85,000 to account for low interest rates. Last November it became apparent that LPPL needs additional funds budgeted to cover the cost of the new Blue Cross health plan. $100,000 has been moved from the payroll expense item to the health insurance line item for that purpose. There are no changes to any other expenses. Total expenditures in the 2021 budget remain at $6,745,000 as approved by the Council. LPPL could spend down reserve funds by as much as $1.3M this year. There is still $2.6M assigned to 2021 capital projects which include final Thibodaux Addition costs, the Lockport Entryway Project, and a $30K computer replacement purchase that will occur later in the year. LPPL is expected to end 2021 with about $7.1M. Upon a motion was made by Mr. Rome, seconded by Mrs. Hubbell, the board requests the proposed amended 2021 budget be approved as presented and sent to Parish Administration. A roll call vote was taken: Ms. Smith yes, Mrs. Hubbell yes, Mr. Rome yes, Mrs. Bordelon yes, Mrs. Chiquet absent, Mrs. Malcombe absent, and Mrs. LeBlanc absent. The motion carried 4-0-3.

3. Discussion and approval of recommending the proposed 2022 budget:
   Mrs. Lucas explained that for the 2022 budget, LPPL can amend revenue items this time next year. There is no proposed change to the Personnel Services category or the Supplies & Materials category, compared to 2021. In the Other Services & Charges category, most line items were reduced due to less funding, except the Miscellaneous Expense line item was increased by $10,000 to be used for the purpose of encumbering requirements entered into MUNIS. Waste Collection was increased to $1500. There was a brief discussion about the high deductibles on the building liability insurance, and the Board decided to increase that line item to $300K. The Capital Expenditures category was reduced significantly with one exception; $15,000 was added to Software to account for the timing of some roof issues developing at SL and GM. Upon a motion made by Mrs. Hubbell, seconded by Mr. Rome, the Board requests that the proposed 2022 budget be approved as presented with the one change noted and sent to Parish Administration. A roll call vote was taken: Ms. Smith yes, Mrs. Hubbell yes, Mr. Rome yes, Mrs. Bordelon yes, Mrs. Chiquet absent, Mrs. Malcombe absent, and Mrs. LeBlanc absent. The motion carried 4-0-3.

4. Discussion and approval to accept the changes to the ByLaws Policy as recommended by the ByLaws Committee.
   Mrs. Sanders explained the ByLaws Committee met and was recommending a few changes, with the main item being that the Board meet only 4 times per year: January, April, July and October. Each October, the Board would approve specific meeting dates for the following year. Any business that cannot wait for the next regular meeting will be addressed at a Special Meeting. The changes would not take effect until January 2022 if Board approves. Other changes were housekeeping items to clean up obsolete processes and clarify some awkward or redundant language. Mrs. Sanders stated “all Board members will get a copy of the updated ByLaws Policy.” A motion was made by Mrs. Bordelon, seconded by Mrs. Hubbell, to accepted the changes made to the ByLaws Policy. The motion passed 3-1-3-0.

5. Discussion of feasibility study with usage statistics:
   Mrs. Sanders presented the LPPL operating costs and usage statistics by location. Due to COVID closures in 2020, data from 2018 and 2019 was used. This feasibility study was requested by the Finance Committee as a way of identifying possible areas to cut costs if the Library’s secondary millage is not collected with the next tax roll. There was some discussion of the findings. Mrs. Sanders reminded this report was only for discussion at this time and no motion was needed. The discussion concluded.

With no further business to discuss, a motion for adjournment was made by Mr. Rome, seconded by Mrs. Bordelon, and carried unanimously. The Library Board of Control was adjourned at approximately 7:00pm.