

The Regular Meeting of the Library Board of Control was called to order on Monday, September 28, 2009 at 5:00 pm with the following:

PRESENT: James Cantrelle
Harvey Clement
Lynette Fossum
Eva Shanklin
Shane Hebert
Judy Babin
Rodney Doucet

ABSENT: Nicholas Cheramie

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

The Pledge of Allegiance was led by Ms. Fossum.

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

A motion to accept the minutes from the August 24, 2009, Regular Meeting was made by Mr. Hebert, seconded by Ms. Babin and carried unanimously.

A motion to accept the minutes from the August 20, 2009, By-laws Committee Meeting was made by Mr. Clement, seconded by Ms. Babin and carried unanimously.

Public wishing to address the Board: None

Architect's report: Not Present

Finance Report:

Ms. Guidry explained to the board members, included in their packet were the investment statements for the month of August 2009 from the LAMP Account as well as the Capital Outlay accounts for the Thibodaux and Lockport Branches. Along in the packets was the August 2009 trial balance and balance sheet. Also provided were copies of the January 2009 to July 2009 statement of Operating Revenues and Expenditures. A motion was made by Ms. Fossum, seconded by Ms. Babin to accept the Finance Report. The motion was carried unanimously.

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

- Library Statistics: Statistics for the month of August 2009 in packets
- Parish Council: all paper work for employees and timesheets presented in a timely manner; approved the purchase of Daily Comet Building as the Thibodaux Library
- Headquarters: held Administrator's Meeting on Monday, Sept 14; Staff Development for Policy and Procedures-Sept 25; representative from Midwest Tapes met with staff members @ Headquarters; scheduled staff members to take part in assisting of unpacking

- books at Lockport; Assumption Parish Library Board and Director toured Larose and Lockport Branch-Sept 10
- Staffing: Brandy Chiasson(PT)-Thibodaux Page replaced Megan Pitre and Tanya Loupe-Janitor at area branches replaced Nora Serigne
 - 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: Prime Time-Family Reading Program geared to Cajuns, Creoles and French speaking that is being held at Bayou Blue Branch on Wednesdays @ 6pm, September 16-October 21; Birthday Book Program being introduced at the Thibodaux Branch after receiving a \$5000 grant from Entergy; September is FINE FREE MONTH; September is Library Card Sign-up Month; Preschool Storytime has returned this fall
 - Buildings: Lockport-opened doors on September 8, with limited service; Grand Opening set for Saturday, October 24; punch list not completed; the roof is leaking; getting quotes for landscaping. Thibodaux- Board members were provided with preliminary proposal on the Daily Comet Building and was very impressed with the efforts that was put together by the director on the future plans for the Thibodaux Library ; Interior Designer walk thru; Contractors walk thru.
 - Employees: Dorothy Boudreaux (SL) and Benny Smith, Sr. will be married on Saturday October 10, 2009
- A motion was made by Ms. Babin, seconded by Ms. Shanklin to accept the Director's Report. The motion carried unanimously.

New Business:

Item #1 Discussion and approval of HR policy (5.03) changes:

Ms. LeBouef explained how the changes would follow the Department of Administration Travel Policy Guideline according to the State policy. A motion was made by Mr. Clement, seconded by Ms. Babin to accept the HR policy (5.03) changes. The motion carried unanimously.

Item #2-Discussion and approval of compensation policy: HR (3.01) HR (3.02) changes:

Ms. LeBouef explained the time changes on workweek and overtime to follow the Parish Policy. A motion was made by Mr. Hebert, seconded by Ms. Babin to accept the compensation policy. The motion carried unanimously.

Item #3- Discussion and approval of changes to By-laws-page 6 and page 30:

Ms. LeBouef explained the changes on the use of the credit card authorized signature on page 6 of the By-law policy. Also changes "or" to "of" as a typo on page 30 of the By-law policy. A motion was made by Mr. Clement, seconded by Ms. Babin to accept the changes to By-laws. The motion carried unanimously.

Item #4- Discussion and approval of purchasing security cases for DVD's:

Ms. LeBouef explained a secure system called KWIK CASE that provides fast and easier checkout on DVD's at a few of the branches. A motion was made by Ms. Fossum, seconded by Mr. Clement to accept the purchasing of security cases for DVD's. The motion carried unanimously.

Item #5- Discussion and approval of disposal of surplus items @ Daily Comet building:

A motion was made by Ms. Babin, seconded by Ms. Shanklin to offer the Lafourche Parish government the surplus items of Daily Comet building in return for the Lafourche Parish hauling them away. The motion carried unanimously.

Item #6- Discussion and approval of Library Director's evaluation:

Ms. Babin gave an overall summary of the Director's Evaluation to the board members. Six (6) out of the seven (7) board members completed the evaluation with results showing that Director, Ms. Susanna LeBouef earned a high satisfactory rating from the Library Board of Control members scoring a 99.51%. The board thanked Ms. Babin for compiling the evaluations and they congratulated Ms. Lebouef on her accomplishments. A motion was made by Mr. Clement, seconded by Ms. Shanklin to accept Library Director's evaluation. The motion carried unanimously.

Old Business:

A motion was made by Mr. Clement, seconded by Mr. Hebert for the Library Director to compose a letter to the District Attorney on behalf of the Library Board, inquiring how the Ad Valorem Tax was placed in a fund that did not receive any interest. The motion failed.

A motion was made by Ms. Shanklin, to go through the Parish Administration about the Ad Valorem Tax placed in a non interest bearing account. The motion failed due to a lack of second.

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