State of Louisiana April 24, 2017

Parish of Lafourche Lockport, Louisiana

The regular meeting of the Library Board of Control was called to order on Monday, April 24, 2017 at 5:30pm with the following:

PRESENT: Lonnie Granier

Judy Bazare

Talisha Chiquet

Harvey Clement

Selma Malcombe

Robert Rome

Daniel Lorraine, Council Liaison

ABSENT: Angelique Torres

Also present were Mrs. Laura Sanders, Director, Mrs. Sherry Lucas, Finance Manager and Mrs. Dana Clement, Administrative Assistant.

The Pledge of Allegiance was led by Mr. Rome.

A motion to accept the minutes of the February 20, 2017 Regular Meeting was made by Mrs. Malcombe, seconded by Mrs. Bazare, and carried unanimously.

A motion to accept the minutes of the Finance Committee Meeting of March 2, 2017 was made by Mrs. Malcombe, seconded by Mr. Rome, and carried unanimously.

A motion to accept the minutes of the Special Meeting of March 9, 2017 was made by Mrs. Malcombe, seconded by Mr. Clement, and carried unanimously.

Public wishing to address the Board: Mr. Lorraine addressed the Board and is ready to help the Library move forward, Mr. Granier seconded that sentiment.

Finance Report:

Mrs. Lucas reported we ended March with approximately $13.3 million and our fund balance today is $13.1 million. The Council approved our computer purchase for $27,960 from CNM. We did not have to purchase routers, which saved us $16,535. With no other discussion, a motion was made by Mr. Rome, seconded by Mrs. Malcombe, to accept the Finance Report. The motion carried unanimously.

Director Report:

Mrs. Sanders reported managing the daily operations of the library system; we’re preparing for our Summer Reading Program and the theme this year is “Building a Better World.” Staff and I attended the Louisiana Library Association Conference in Lafayette. A motion was made by Mrs. Bazare, seconded by Mrs. Malcombe, to accept the Director’s Report. The motion carried unanimously.

New Business:

1. Discussion of amending the 2017 Budget:

Mrs. Lucas explained we adjust our revenue and expense items to more closely match prior years’ actual numbers. We decreased estimated Revenues by $256,000. We decreased expenses in Other Services & Charges by $81,000, decreased the Capital Expenditures category by $180,000. No changes to the Supplies & Materials and Repairs & Maintenance categories. Technically, we have made no changes to the Personnel Services category this Board approved at our May 2016 public hearing; however, we need the Parish to correct the numbers entered in MUNIS to match what was approved by this Board.

1. Discussion of the proposed 2018 Budget:

Mrs. Lucas explained the proposed 2018 Budget is very similar to the proposed amended 2017 Budget with the exception of a few items highlighted on the handout. We allowed for the possibility of increases in insurance rates in both the Personnel Services and Other Services & Charges categories. We allowed for greater participation in the retirement plan. Overall, the proposed 2018 Budget is only $33,000 higher than the proposed amended 2017 Budget.

1. Discussion and approval of employee salary and scale adjustment for 2017:

Mrs. Lucas presented the Finance Committee’s recommendation to the full Board for approval. After a brief discussion, with both sides of the issue well represented, a motion was made by Mr. Rome, seconded by Mrs. Bazare, to give all staff a 2.4% COLA effective July 1st, and an up to 4% merit increase for non-probationary employees based on their evaluation scores. A roll call vote was taken: Mr. Granier yes, Mrs. Bazare yes, Mr. Clement yes, Mr. Rome yes, Mrs. Torres absent, Mrs. Malcombe and Mrs. Chiquet both abstained due to ethic reasons. The motion passed 4-0-1-2.

With no further business to discuss, a motion for adjournment was made by Mrs. Bazare, seconded by Mr. Clement, and carried unanimously. The Library Board of Control was adjourned at approximately 6:58pm.