

The regular meeting of the Library Board of Control was called to order on Monday, April 28, 2014 at 5:00pm with the following:

PRESENT: Bennie Smith  
Harvey Clement  
Judy Bazare  
Eva Shanklin  
Selma Malcombe

ABSENT: John Arnold, Liaison

Also present were Mrs. Laura Sanders, Director, and Mrs. Sherry Lucas, Finance Manager.

The Pledge of Allegiance was said in unison.

Upon a motion made by Mr. Clement and seconded by Mrs. Bazare, the April Library Board Control regular meeting agenda was approved and carried unanimously.

Upon a motion made by Mrs. Malcombe and seconded by Mr. Clement, the minutes of the February 24, 2014 Library Board of Control regular meeting were approved. The motion carried unanimously.

Upon a motion made by Mr. Clement and seconded by Mrs. Bazare, the minutes of the Finance Committee meeting of the April 8, 2014 were approved. The motion carried unanimously.

Public wishing to address the Board:

N/A

Finance Report:

Mrs. Lucas reported the library ended March with approximately \$12.1 million. Our balance today is \$11.8 million. Last month we completed our E-Rate Funding Year 2014 application to receive federal rebates for some of our telephone and internet expenses. Mrs. Lucas also updated the board on the roof project expenditures. To date we have spent approximately \$24K with Duplantis Engineering on the design, bid and management process. We have received two material invoices totaling about \$121K, and those payments are pending.

With no other business, a motion was made by Mrs. Bazare, seconded by Mrs. Malcombe to accept the Finance Report. The motion carried unanimously.

Director Report:

Mrs. Sanders reported managing the daily operations of the system; attended several Black History programs and Mardi Gras parades at our branches; continues to work with staff as we're gearing up for our busy time of year with Summer Reading programs; submitted Library Board of Control minutes, agendas and financial statement to council clerk per request of the council for all boards to provide quarterly; database training in Lockport on Thursday, Mar 6; attended Thibodaux Chamber Business Breakfast that featured Sheriff Craig Webre who spoke on the upcoming ballot issue for a new jail. He wants to become a "Friend of the Library"; staff attended Monday, Mar 31 Summer Reading workshop for all branches; attended Open Meeting seminar hosted by District Attorney on Thursday, Apr 3 at CLHS Auditorium; purchased MakerBot 3-D Printer, for a total of \$2,200, which has been named Max. Max is at Headquarters for now but will be housed at our Thibodaux branch. Recently, Max visited Nicholls State and E.D. White High School where he was a huge hit demonstrating different items; participated in Lockport Truck Parade on Tuesday, Apr 15; completed 2014-2017 Tech Plan that will be submitted to State Library for approval; prepared 2013 Annual Report for Parish Council; attended Gulf Coast Director's meeting on Friday, Apr 11; have been working with the Gheens Recreation Department on future plans for the Gheens branch; also working on possible future renovation plans to relocate the children area for Thibodaux; on May 19<sup>th</sup> LBC meeting, either Regina or Sherry will represent me in my absence; Thibodaux Roof Update- by contract, the roof is to be water tight every evening. Since the roof projected started, we have had water in the building 7 times during rain storms. There are more leaks than before the repairs started, and we have about 50 ceiling tiles that will have to be replaced. Our Council Liaison, John Arnold, has been updated and has contacted Parish Administration. If our roof continues to leak our next step may involve contacting the District Attorney to discuss our legal options. Upon a motion made by Mrs. Shanklin, seconded by Mr. Clement the Director's report was accepted and the motion carried unanimously.

## New Business:

### 1. Discussion of amending the 2014 Budget:

Mrs. Lucas reported that as usual, we have adjusted the revenue items to more closely match our actual receipts. We didn't increase our overall expenses for 2014 because we felt we had enough funds budgeted already. Overall, we added about 15% to the personnel services section of the budget to cover increased benefit costs and reduced the remainder of the expense categories by an equivalent amount. The exception to that is we increased the building insurance expense category due to additional coverage on some of the contents coverage amounts seeming to low. With no further discussion, the Board moved to the next item on the agenda.

### 2. Discussion and approval of employee salary and scale adjustments for 2014:

Ms. Lucas explained like last year, we are proposing that our employees receive a 4% scale shift to represent COLA and a 2% merit increase. This COLA affects all employees and will catch us up to the parish's newly approved pay scale. The 2% merit increase will go to non-probationary employees who earn a satisfactory score on their performance evaluations. After a brief discussion, it was determined that it was time for the Director's one-year evaluation so that she could also be included in the merit increase.

Upon a motion made by Mrs. Bazare, seconded by Mr. Clement, the Board approved the proposed employee salary and scale adjustments for 2014. The motion carried unanimously with Mrs. Smith and Mrs. Malcombe abstaining.

### 3. Discussion of the proposed 2015 Budget:

Mrs. Lucas reported that when we devised our 2015 Budget, we closely followed our 2014 Amended Budget. Our revenues are consistent from year to year and since we use prior years' actual expenses to plan out our current and future expenses, the proposed 2015 Budget is rather straightforward. With no further discussion, the Board moved to the next item on the agenda.

### 4. Discussion and approval LPPL picture policy:

Mrs. Sanders presented a picture policy and a brief discussion followed.

Upon a motion made by Mr. Clement, seconded by Mrs. Malcombe, the Board approved the proposed LPPL picture policy. The motion carried unanimously.

### 5. Discussion and approval 2014 millage rate remaining the same:

Mrs. Lucas informed the Board that annually they must discuss the current Library millage rates and present a letter to the Parish Council stating their wishes to either maintain the current rates or roll forward. Mrs. Lucas recommended maintaining the current rates, as they are sufficient to maintain the library system while we still have contingency funds.

Upon a motion made by Mrs. Bazare, seconded by Mr. Clement to approve the 2014 millage rate for the library system to remain the same. The motion carried unanimously.

### 6. 2014 Board Committee Appointments:

Mrs. Smith handed out the appointed committee members for the 2014 year.

## Old Business:

With no further business to discuss, a motion for adjournment was made by Mrs. Shanklin, seconded by Mr. Clement and carried unanimously. The Library Board of Control was adjourned at approximately 6:30 P. M.