

The Regular Meeting of the Library Board of Control was called to order on Monday, August 23, 2010 at 5:15 pm with the following:

PRESENT: James Cantrelle
Harvey Clement
Eva Shanklin
Shane Hebert

ABSENT: Lynette Fossum
Judy Babin-resigning
Nicholas Cheramie

Also present were Ms. Susanna LeBouef, Director, Ms. Stacey Guidry, Finance Manager and from the parish Ryan Friedlander, Chastity Himel and Crystal Chiasson.

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

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

A motion to accept the minutes of the July 26, 2010, Regular Meeting was made by Mr. Hebert, seconded by Mr. Clement and carried unanimously.

Public wishing to address the Board: None

Finance Report:

Ms. Guidry stated that the July financial statements had been included in the board packets. Based on last month's meeting, the proposed amended 2010 Budget and the library's adopted 2011 Budget are on the council's agenda for adoption at tomorrow night's meeting. Also included in the packets, Ms. Guidry said, "If you look at the LAMP statement we're addressing this with the parish concerning a July 29 redemption drawn out of LAMP in the amount of \$358,240.94, so the total redemption for the month was \$536,981.29 but there seems to be some question as to what that amount covers. This was a larger than normal redemption and I've emailed the parish because I've searched manually trying to figure it out but felt it was necessary to bring it to the attention of the board." Mr. Friedlander stated, "The bulk of that amount was for general liability insurance but would have some figures for the library on Tuesday." Ms. Himel stated, "I have a breakdown and that the general liability is an 18 month policy \$153,000.00 due to it being prepaid, \$76,000.00 of that amount is for the remainder of the year along with payroll taken out on that date and apologized for not providing the documents but will send a breakdown for the library records." Ms. LeBouef expressed how the library would appreciate the breakdown, similar to the documentation she receives from workmen's comp which she files for her records. It is not an invoice but a statement that is filed with Ms. Guidry therefore a breakdown of the general liability insurance for the library would be appreciated. Ms. Guidry commented how MUNIS continues to give her "connectivity problems" error message and if she is allowed into the program, it's only for 15-20 minutes which does not allow time to generate a print-out report. Ms. Chiasson commented that the parish will have to address that issue but if a report ever needs to be printed Ms. Guidry can just call the office requesting it. Mr. Friedlander stated, "The meeting scheduled for this Wednesday with the District Attorney will help clear up some of the issues between the parish and library since the parish has taken over the libraries funds." Ms. LeBouef commented that it's not clear on the parish's chain of command when it comes to finding out

information concerning the library issues. Ms. Chiasson stated, "The chain of command within parish government is herself after herself, Ms. Randolph and then after Ms. Randolph then you go to the District Attorney because the library actually works with us. If there is a problem with something going on then you come to me to give me the chance to address it and see how we can work it out. Because we could have done all this by not having to go through the District Attorney's office on Wednesday." Mr. Cantrelle stated how the library has continuously asked, for the past year, has not received a monthly check register. Ms. Guidry finished her report stating we were extra busy with our summer programs but other than that, we did not have any other out of normal monthly occurrences. Mr. Clement asked Ms. Guidry about a \$12.21 late charge and why we continue to get charged late charges on our bills. Ms. Guidry stated that once Ms. LeBouef signs the bill, it gets sent to her, she codes the bill and then through the next courier service it goes back to Headquarters and is brought to the parish. This is the system for processing bills.

A motion was made by Mr. Hebert, seconded by Mr. Clement 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 July
- Parish Council: all paper work for employees and timesheets presented in a timely manner
- Headquarters: attended Feed the Children-July 27; attended Administrative Meeting-August 9; attended Meeting with District Attorney-August 16; staff met with World Book representative; met with a Lafourche Parish School Board Representative concerning the Community Action Grant program; returning on Sept. 2-Feed the Children at South Lafourche; replaced air conditioning unit at Golden Meadow; conducted public access survey-currently collecting the data
- Technology: Raceland: installed 2 additional computers
- Staffing: none
- 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: South Lafourche: Quilting classes; Bayou Blue: Adult Cooking Tips; Larose: Cutting Up Scrap booking classes; Choctaw: Computer Classes; Golden Meadow: Craft Workshop; Lockport: Bug Mobile to visit the branch; Raceland: Pre-School Puppet Story Time; Thibodaux: Board Game Night

A motion was made by Mr. Clement, seconded by Mr. Shanklin to accept the Director's Report. The motion carried unanimously.

New Business:

Item #1 Review and approval changes to travel policy (LeBouef):

Ms. LeBouef explained that at the last meeting there was a discussion about our one-day travel policy and the parish policy and presented the board with a revision.

A motion was made by Mr. Clement, seconded by Mr. Hebert to accept the revision of 5.03 one-day travel policy. The motion carried unanimously

Item #2 Discussion on vehicle insurance(LeBouef):

Ms. Guidry explained how she contacted an insurance company to inquire on vehicle insurance for our vehicles instead of being insured through the parish. We would spend more money but have a \$2,500 deductible instead of a \$50,000 deductible that we currently have. Ms. Chiasson commented by suggesting going through Risk Management for this because as an Advisory Board you are not supposed to own vehicles and this is something to be discussed at the meeting on Wednesday with the District Attorney.

No action was taken.

Item #3 Discussion of Library Laws of Louisiana 25:211-223(Shanklin):

Some discussion took place as Ms. LeBouef reviewed the breakdown of library laws to the board members.

No action was taken.

Item #4 Discussion and approval of request for additional information from the District Attorney's office (Cantrelle):

This was placed on the agenda because the board requested a letter sent to the District Attorney's office concerning various library issues. Ms. LeBouef explained to the board, "Since the agenda went out a meeting with the District Attorney took place and he has requested everything in writing. A copy is in your packet. On Wednesday, we have a follow-up meeting between the parish and library to discuss these issues.

No action was taken.

Item #5 Discussion the discontinuation of utilities service at Comet building:

Mr. Clement stated, "I would like to turn off the water and utilities at the Comet building, but continue with the insurance coverage, just to save the library some money." Ms. Guidry said, "We would have a reconnection fee to pay again and then possibly have to deal with the building deteriorating. Also, the parish workers need power and water when they maintain the grounds once a month so the board needs to consider all these factors before cutting the service off not to mention the potential for vandalism." Ms. LeBouef also explained that the parking lot lights are on a timer to discourage vandalism. Mr. Doucet commented that the process of applying for a permit would bring about more issues. The board took no action on this matter.

Old Business:

Ms. LeBouef handed out the Director's Evaluation packets to the board members; the deadline is on Friday, September 10. This is a standard evaluation.

Update on the Lockport sign, we mailed the letter to Mr. Dickerson from the District Attorney's office concerning the installation of the sign.

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