

The scheduled Public Hearing on the Lafourche Parish Public Library's Proposed 2010 Budget began at 5:00pm. Mr. Cantrelle, President of the Library Board of Control opened the Public Hearing. He asked three (3) times if anyone would like to speak on the Proposed 2010 Budget. No one from the audience had any input; Mr. Cantrelle closed the Public Hearing at 5:05pm.

Mr. Cantrelle opened the Library Board of Control's regularly scheduled meeting at 5:05 pm with the following:

PRESENT: James Cantrelle  
Harvey Clement  
Lynette Fossum  
Eva Shanklin-entered at 5:35  
Shane Hebert  
Nicholas Cheramie-entered at 5:15  
Rodney Doucet-entered at 5:20

ABSENT: Judy Babin

Also present were Ms. Susanna LeBouef, Director, Ms. Stacey Guidry, Finance Manager and Mr. Joel Doty-Parish Finance Director

The Pledge of Allegiance was led by Ms. Fossum.

Ms. LeBouef stated that she would like to add to the agenda the results of the By-Laws Committee Meeting and under New Business, Item #6, to consider a deferment of this issue because no response from the District Attorney has been received. Mr. Cantrelle asked the members to adopt the agenda with the changes listed above. A motion was made by Mr. Clement, seconded by Mr. Hebert to accept the agenda. The motion carried unanimously.

A motion to accept the minutes from July 6, 2009, Special Meeting was made by Ms. Fossum, seconded by Mr. Clement and carried unanimously.

A motion to accept the minutes from the July 27, 2009, Regular Meeting was made by Ms. Fossum, seconded by Mr. Hebert and carried unanimously.

A motion to accept the minutes from the July 30, 2009, Finance Committee Meeting was made by Mr. Clement, seconded by Mr. Hebert and carried unanimously.

**Public wishing to address the Board:** None

**Architect's report:** Not Present

### **Finance Report:**

Ms. Guidry explained to the board members how everything is going well and we are right on target with the 2010 Budget. She received training from the parish on the MUNIS software program that shows the Library's finances. Ms. Guidry explained that in the Finance Statements, you'll see that the \$18,622.97 in line-item "In-kind Contribution" was taken out but has been added back into revenue. We are up to date with receiving our LAMP Statements in our monthly packets, as per board members' request to the parish. Mr. Clement questioned Mr. Doty about the Library's money that was put in a special account, it was a non-interest bearing account that the Ad Velorem Tax was placed into. Why was it put in a non-interest account? Who decided to put it in a non-interest account? Was this a request from the bank? Mr. Clement asked Mr. Doty these questions. Mr. Doty replied it is typical for incoming funds; we would put it in a checking account that is non-interest account, which is the parish's procedure. Mr. Cantrelle commented, "According to State Law, all monies from the Library must be in drawn interest accounts". Mr. Clement questioned, if the Library would get the money back. Mr. Doty replied that the Parish sees it as the Library not turning over the money in a timely matter to the Parish. A motion was made by Mr. Hebert, seconded by Ms. Fossum to request that Ms. Guidry work together with Mr. Doty on a timeline and the process of events which occurred during the transferring of the funds for audit reasons. With no other matters, a motion was made by Mr. Hebert, seconded by Ms. Fossum to accept the Finance Report. The motion was carried unanimously.

### **ByLaws Meeting:**

By-Laws Committee held its meeting and the minutes would be ready for September's meeting.

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

- Library Statistics: July statements provided
- Parish Council: Mr. Paul Chiquet attended meeting with Parish Administration concerning Jay Caillouet and the Daily Comet building. All paper work for employees and timesheets were presented in a timely manner.
- Headquarters: Held Administrator's Meeting on Monday, August 10 and Monthly Staff Development meetings to review Policy and Procedures with Safety Training; attended Director's Training at State Library in Baton Rouge; held a Finance Committee meeting and a By-Laws Committee meeting; sent MOU to the District Attorney's office for approval on verbiage changes; sent Capital Outlay Expenditures for all building construction to the District Attorney's office as requested
- Technology: South Lafourche and Thibodaux-Public Computer and Scanner available for hurricane preparation to save personal and family documents
- Staffing: No new hires
- 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: Larose, Thibodaux and South Lafourche- Nintendo Wii Programs and at South Lafourche- Free Cajun Country Music Concert featuring Roland Cheramie and Friends
- Buildings: Lockport-furniture has arrived, shelving is up and the unpacking of books has started; computer wiring has been partially done and still waiting on other items on the punch list and change order. Made contacts to start set-up for phone lines to be installed into the building due too NO PHONE LINES in the building. Met with Allison Lyons, Anlyn Systems to purchase copy machine. Thibodaux-Ordinance to purchase Comet Building for \$2.2 million was approved by Parish Council.

- Employees: A condolence to Christine Brandon (South Lafourche) on the loss of her mother, John Brandon former Library of Control Board member.  
A motion was made by Mr. Hebert, seconded by Mr. Clement to accept the Director's Report. The motion carried unanimously.

**New Business:**

**Item #1 Discussion and approval of COLA for employees for 2010:**

Ms. LeBouef explained that the Finance Committee met and approved a 4% COLA across the board to all employees and the Finance Committee proposed looking into possibly using a merit increase for next year. A motion was made by Mr. Hebert, seconded by Mr. Clement to accept the COLA at 4% for the employees. The motion carried unanimously.

**Item #2-Discussion and approval the 2010 Budget:**

Ms. Guidry presented the 2010 Budget at the Finance Committee meeting and there was no issues concerning the budget. A motion was made by Mr. Clement, seconded by Mr. Hebert to accept the 2010 Budget. The motion carried unanimously.

**Item #3- Discussion and approval of amended 2009 Budget**

Ms. LeBouef explained to the members, that the 2009 Budget is still within its line items without having to transfer any money. Ms. Guidry explained to the members, the only change in the 2009 Budget is a line item called "Professional Service for Technical Services" changed to "Repair and Service Contract", as per the Parish's request. A motion was made by Mr. Hebert, seconded by Mr. Clement to accept the amended 2009 budget. The motion carried unanimously.

**Item #4- Discussion and approval of COLA for December pay period:**

Ms. LeBouef mentioned that in past years we have allowed a 13 month, 4% COLA beginning with the month of December. A motion was made by Mr. Hebert, seconded by Mr. Clement to accept the COLA in December. The motion carried unanimously.

**Item #5- Discussion and approval of the Employee's Health Insurance at 90% to be consistent with the Parish Government:**

Ms. LeBouef mentioned that board members had a break down showing 100% or 90% coverage for Employee's Health Insurance in their packets. A motion was made by Mr. Hebert on paying 100% Employee Health Insurance. The motion failed due to a lack of a second. A motion was made by Mr. Clement, seconded by Ms. Fossum to accept 90% Employee Health Insurance. The motion carried unanimously.

**Item #6- Discussion and approval of MOU with Park Service:**

A motion was made by Mr. Clement, seconded by Ms. Shanklin to table this item due to no response from the District Attorney's office on MOU verbiage changes. The motion carried unanimously.

**Old Business:**

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