

September 22, 2008
Raceland, Louisiana

State of Louisiana
Parish of Lafourche

The Regular Meeting of the Library Board of Control was called to order at 5:15 p.m. with the following present:

PRESENT: Judy Babin
John Brandon
James Cantrelle
Nicholas Cheramie
Harvey Clement
Lynette Folsum

ABSENT: Sharleen Hotard
Rodney Doucet

Also present were Ms. Susanna LeBouef, Director; Ms. Stacey Guidry, Finance Manager; and Mr. Jay Caillouet, Architect.

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

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

A motion to approve the minutes of the Regular Meeting of July 31, 2008 was made by Ms. Babin and seconded by Mr. Brandon. Ms. Babin then requested that a revision be made on page 2, fourth bullet section under Finance Report, with the addition of the word "consumption" after the word "electricity." With no other changes to be made, the motion to accept the minutes passed unanimously.

Mr. Caillouet then gave the **Architect's Report** on the Thibodaux Branch project, focusing on his drawings for a 23,000 S.F. building with 100 percent completion on design development. (The drawings had been submitted to Ms. LeBouef, and she, in turn, had distributed copies to the Board members in preparation for this evening's meeting.) Moving from page to page, discussion topics included parking lot patterns and spaces and entrance and exit placement; placement and functions of mechanical/electrical rooms; roof construction material options; the desirability of a low maintenance building and material selections that would help to achieve that; the building elevation; and the option of including a second floor prep and unfinished elevator shaft. Mr. Caillouet stated that this option, totaling 7,200 S.F., is called Deduct Alternate No. 3 for bid purposes and that a base bid will be taken on everything. Remaining bid alternates are Deduct No. 1, which reduces by half the reading area, and Deduct No. 2, which eliminates the remaining half of the reading area. Upon questioning from Mr. Brandon,

Mr. Caillouet said that Lafourche Parish administration instructed him to include the second floor prep and elevator shaft in the plans. Mr. Cantrelle stated that in order to meet the desires of the Parish Council, in particular Mr. Jerry Jones and Mr. Joe Fertitta, for a 23,000 S.F. building, wouldn't it be better to remove the second floor option first before deducting from first floor footage in order to pay for it? Discussion continued on the three alternates and ended with Mr. Caillouet's response to Mr. Cheramie's question regarding the origin of the idea for a second floor.

Ms. Guidry then began the **Finance Report** by stating that the Library is basically on task, on budget, without any extraordinary expenses. Work has begun on next year's budget, and it will be ready for presentation at the October Board meeting.

A motion to accept both the Architect's Report and the Finance Report was offered by Mr. Brandon, seconded by Ms. Babin and passed unanimously.

The **Director's Report** was then given by Ms. LeBouef. The Board packets had included the minutes of the July 31, 2008 Regular Meeting; July, 2008 statistics; and the following financial information: ad valorem taxes, investments and balance/budget reports.

Parish Council Activities:

- A welcome was extended by the Board to Mr. Clement, who was appointed to the Board at the August 12 Council meeting. At that same meeting, Mr. Rodney Doucet was officially appointed Library Liaison. A second Library Board member will be appointed at the September 23 Council meeting.
- A Library resolution concerning the Thibodaux building project will be on the September 23 Council meeting agenda and will be discussed later at this evening's meeting.

Headquarters Activities:

- The Larose Open House and ribbon-cutting, previously scheduled for October 10, will need to be delayed.
- The parking problems at Choctaw have been resolved. The combined efforts of the Ward 6 School Board member, Mr. G. A. Rodrigue, the school principal and Ms. LeBouef resulted in a gravel parking lot on the school property.
- Repairs to be done at Gheens are pending. The necessary clearance had been obtained from the Board of Health, and a carpenter has been contacted on floor repair. No damage was incurred by Gheens with Gustav.
- The Raceland accident repairs have been completed. The column is back in place; however, a gutter that is presently down will have to be re-installed by Mr. Ray.
- The Gen-Con punch list has not yet been completed, but is being worked on. Some work was done at Choctaw a day or two before Gustav; however, there was an item that was not quite finished. The doors at Raceland have been repaired – water no longer comes in. At Bayou Blue, the flagpole with the lights is sunk and will need to be elevated. Also, it was discovered that electricity was never run to the lighted sign.

- The Lockport sign donation is pending. Ms. LeBouef had gotten a quote on it and had spoken with Mr. Phillip Gouaux, Lafourche Parish Council Member. He will contact some area organizations, including the Lions and Rotary clubs, and Ms. LeBouef asked that he get back to her with a final go-ahead.
- Ms. LeBouef had distributed to the Board a copy of correspondence from Mr. Carlton Cheramie to Mr. Cantrelle regarding the Fazzio lawsuit and said that, to the best of her ability, she will provide what has been requested.
- An update on hurricane damages incurred by the Library system previously sent to the Board was then reviewed by Ms. LeBouef. She has been working with Ms. Faye Smith, responsible for risk management with the Lafourche Parish Council, who will assist the Library with the completion of reports necessary to filing insurance claims. Mr. Brennan Matherne is also assisting them. Ms. LeBouef stated that she would like to apply for the Library's own FEMA grant in seeking reimbursement for damages.

Technology: Larose is complete and on line, meeting the deadline that had been set.

Staffing: Ms. Lindsey Rouse of The Center, an adult alternative school for special needs, was hired as a part-time page at South Lafourche and works with Ms. Guidry and Ms. Christine Brandon. She is working out very well.

Press Releases: Recent articles were included in the Board packets. There was a lull in the newspaper column; however, one that was re-submitted today focuses on the loss of Lockport.

Programs/Displays: Storm Surge Program materials were received, and implementation has begun on their usage and presentations given.

Building Progress:

- Larose was only closed for three days and usage has picked up.
- The Library had been waiting on building permits for Lockport. The water closet problem has been resolved.
- Ms. LeBouef had met with Mr. Caillouet prior to the storm and worked on modifications to the Thibodaux project plans. She met with him again regarding his billing and again after the storm on the current modifications. What he presented tonight to the Board was in alignment with a 23,000 S.F. library and what they had discussed.

Travel Expense Forms: These forms were included with the Financial information in the Board packets.

Condolences: Board members were informed of the loss to Katina Gaudet of her grandmother and of losses incurred by Library employees in the storm.

After a short discussion by Ms. Fossum, Ms. LeBouef and Mr. Cantrelle regarding the skirting at the Gheens' library, a motion to accept the Director's Report was offered by Ms. Fossum, seconded by Ms. Babin and passed unanimously.

New Business

Discussion and approval of shutters to bid: A company from which a quote had been received was subsequently approved at the July 31, 2008 Board of Control meeting for the purchase of shutters for the Larose and South Lafourche branches. That quote exceeded the \$20,000 limit. Ms. LeBouef asked that the Board rescind that approval and

then move to go to public bid. Ms. Babin responded by moving to rescind her previous motion to approve the purchase of those shutters for South Lafourche and the new Larose branches made at the July 31, 2008 Regular Meeting, with Mr. Brandon agreeing to rescind his second from that same motion. Mr. Brandon then seconded Ms. Babin's motion, which passed unanimously. It was also noted that the original responses from the two companies should have been referred to as "quotes" rather than "bids," since there had been no public advertisement involved. Mr. Brandon then moved that the Board put out for public bid the purchase of shutters for the Larose and South Lafourche branches. Ms. Babin seconded the motion, and the motion passed.

Discussion and approval of purchasing handyman tools: Included by Ms. LeBouef in the Board packets were tool listings with prices from Home Depot and Lowe's; however, purchases will be made where the best prices can be found. A motion to approve the purchase of handyman tools, shopping for the best prices, since the total is under \$1,000, was made by Ms. Babin and seconded by Mr. Brandon. A short discussion established that the tools would be stored in a utility closet at South Lafourche under lock and key and that, though listed in an inventory kept by Ms. Guidry, the tools would not be considered as part of the Library's assets. A vote was then taken, and the motion passed unanimously.

Discussion and approval of Thibodaux building project: Ms. LeBouef began the discussion by referring to Board member handouts. "Thibodaux Branch Design Phase" is a spreadsheet put together by Ms. LeBouef to assist Board members in its recommendations to the Parish Council on Item 41. "Item 41" is a Parish Council resolution "requesting the blue prints of the Thibodaux Library as per changes to the plan recommended by the Library Board be approved and to move forward to send the bid" scheduled to be addressed at the Council's meeting tomorrow evening. Ms. LeBouef will present the Board's recommendations at that meeting. She has reviewed the plans and does not find a need for additional modifications – Mr. Caillouet included all previously requested changes. Referring to the spreadsheet, which also includes the amended budget based on Lafourche Parish Council Ordinance 4101, Ms. LeBouef then pointed out cost projections she had calculated with a second floor; deduct alternates 1, 2 and 3; and accompanying professional services. Discussion followed, ending with a motion by Mr. Brandon to recommend to the Parish Council they put out for bid the Thibodaux library with 23,000 square feet, with Deduct Alternate 1 and Deduct Alternate 2. Deduct Alternate 3 was not included in the motion. Mr. Brandon's motion, seconded by Mr. Clement and Mr. Cheramie, passed unanimously.

Discussion and approval of Architect's bills: Ms. LeBouef began the discussion with an explanation of JBC/AIA Invoice No. 006 and Invoice No. 007 for the Thibodaux project – information resulting from her meeting with Mr. Caillouet. Invoice No. 006, in the amount of \$57,555.59, combines billing on a 17,000 S.F. library, with thirty percent completion, and a 23,000 S.F. facility, with eighty percent completion on design development. Said Invoice was sent by Mr. Caillouet to the Parish administration for approval, which it did not receive; as a result, Ms. LeBouef and Mr. Cantrelle did not sign the check in payment of that Invoice. Invoice No. 007 was presented the following month to the Parish administration, because No. 006 had not been approved by the Parish Council. No. 007 was delivered to Ms. LeBouef with the information that only \$7,426.53 will be approved. In summary, there is a conflict of understanding with Invoice No. 006

based on the 17,000 S.F. project being changed to a 23,000 S.F. project. Mr. Caillouet then began his comments with an explanation of fee phases and a brief evolution of the 17,000 S.F. project into the 23,000 S.F. project. He stated that he is not certain he wants to move into the next phase, construction documents, without assurances that he and those working with him will be paid for their work. He does not want to suspend work on the project; but, he will have a very difficult time moving forward if he does not see the monies coming in to which he feels they are entitled and have earned. Mr. Cantrelle stated that his problem with this situation is that, after the resolution establishing the 23,000 S.F. project had been passed, Mr. Caillouet has not come before the Board to present anything for its approval before this evening. He does not feel he can pay for something that the Board has never approved. Mr. Caillouet said that he reports to the Parish Council and does as they instruct him. He said that plans for the 17,000 S.F. project had been given to the Director preceding Ms. LeBouef; however, Ms. LeBouef mentioned that those plans had been in the early stages. Mr. Caillouet concurred, saying they were in development form. Mr. Cantrelle reiterated that the Board has never been presented with anything from Mr. Caillouet that could be approved or not, when, according to its By-laws, the Board is to make its recommendation first and then informs the Parish Council of that recommendation. He continued by saying that the Board had no input on this and yet is presented with this billing for payment for which there is no verification of the work done by Mr. Caillouet. Mr. Caillouet stated that he does not have to report to the Board – he works for the Parish Council through the Library Director. He continued by saying that he does not have to go to a Library Board – that is not in his job description; it is through the Library Director, whether it was Ms. Beverly Arabie or Mr. Paul Chiquet in the past or Ms. LeBouef in the present, that he has communicated, and does communicate, his information, his drawings, to the Board. Mr. Caillouet then proceeded to give a history of the project plan and said, once again, that the Board had been informed by his communications with the Library administrator. He stated that he does not have to go to Library Board meetings, only on the advice or the instruction of the Parish President does he come to make presentations. Discussion then reverted back specifically to the invoices, and Ms. Fossum moved that the Board insure that Invoice No. 007, in the amount of \$7,426.53, be paid now. Mr. Brandon seconded the motion, which passed unanimously. Mr. Caillouet then brought up the issue remaining with unpaid Invoice No. 006 in the amount of \$57,555.59. Upon questioning from Ms. Fossum, Mr. Caillouet stated overdue fees will accrue monthly in the amount of one percent of the outstanding invoice total. Ms. Fossum then asked that the Parish Council liaison person be contacted immediately to inform him of that monthly accrual – of that extra money being spent.

Discussion and approval of using ACH account to pay bills: Ms. Guidry led the discussion. Rather than using this account only to fund the Library's payroll, Capital One representatives presented Ms. LeBouef with a business plan in which the account would be utilized for most of the Library's Accounts Payable -- basically "banking online" or "bill pay." This method is widely used by private enterprise and businesses. Ms. Guidry did speak to the Library's auditors, and it is a method they recommend and with which they feel secure. She then went on to describe how such a system could be implemented with the Library's various categories of bills/expenses. Ms. LeBouef spoke of the time savings, and resulting greater efficiency, if this method of payment was

implemented. Mr. Clement questioned the security of such a system, and Ms. Guidry responded by stating that Capital One now has a department with the sole responsibility of online banking. This department would make all initial contact with vendors, and establish the necessary transmittal procedures, on behalf of the Library. She also reiterated that all has been discussed with the Library's auditors. Discussion ended with a motion by Mr. Brandon that the Board approve the use of the ACH account to pay bills in Category One, Category Two and Category Three, providing the checks and balances system remains in place. The motion was seconded by Ms. Babin and passed unanimously.

Before proceeding to the next topic, it was noted that the subject of the purchase of a vehicle will be placed on the agenda for next month's meeting.

Discussion and approval of salary plan: Referring to the salary information that had been included in the Board packet, Ms. LeBouef began the discussion. She first provided an explanation of figures proposed in a new salary scale. If the scale is approved this evening, then Phase III would be considered, a four percent across-the-board COLA for all employees hired on or before December 31, 2007. This would be a part of the budget presented in October. Also, rather than waiting until January 1, 2009 to implement this raise, Ms. Guidry had calculated that, with the two pay periods in December, it would cost \$8,000 to begin in December instead. Upon questioning from Ms. Fossum, Ms. LeBouef stated that, if the new salary schedule and four percent COLA were approved, the Library's payroll would increase to \$1.4 million for 2009 from its present \$1.3 million. These figures remain under the \$1.5 million budgeted for 2008. Mr. Brandon noted large differences in pay in certain positions, with Ms. LeBouef pointing out the factor of a higher education level. Ms. Fossum asked how comparable to Terrebonne Parish is Lafourche. Ms. LeBouef responded by saying that Lafourche is slightly lower than Terrebonne, noting the difference in Reference Librarian pay; however, Lafourche is within range. Discussion continued and ended with a motion by Ms. Babin to approve the salary plan of Ms. LeBouef. There was no second, and the motion failed.

Mr. Brandon moved that the meeting be adjourned, with a second from Ms. Babin. The motion passed unanimously, and the meeting adjourned at 8:30 p.m.