

The Regular Meeting of the Library Board of Control was called to order on Monday, January 30, 2012 at 5:00 P. M. with the following:

PRESENT: Harvey Clement  
James Cantrelle  
Bennie Smith  
Shane Hebert  
Eva Shanklin

ABSENT: Lynette Fossum  
Selma Malcombe

Also present were Ms. Susanna LeBouef, Director, and Sherry Lefort, Finance Manager.

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

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

A motion to accept the minutes of the November 21, 2011 regular meeting was made by Ms. Smith, second by Mr. Hebert, before moving forward Ms. Shanklin had some questions about the Finance report 1. Have you all received confirmation under the wash account of the in-kind contribution and allocation expenses line item? Ms. Lefort replied, yes those accounts have been updated. The Parish was keeping track of what they would have charged us for payroll and check writing services, they have not charged us these amounts. The amount they tracked for 2011 is \$86,539.57. Ms. Shanklin questioned on the next line under drug screening? Ms. Lefort replied, the Parish has since reclassified that to its proper category. Ms. Shanklin, another question, our Capitol One Brokerage account, this was the account we had set-up for the funds to come out for the comet building. The question is "Why" has not this account changed from month to month. Ms. Lefort replied, the Parish has started to make these corrections, at some point in December 2010 was the last time the parish took funds out of the Thibodaux Capitol account to pay the comet building expenses. But then in April 2011, when all the comet bills started to come in, the Parish started to take the expenses out of the LAMP operation account instead of the brokerage account that was set aside for the Thibodaux project. Unfortunately, in December, they took the entire contents of the Thibodaux Capital Account and the Parish dumped it into the LAMP operation account. This was incorrect. We have requested a correcting transaction to move the appropriate balance back into the Thibodaux Capitol account. The parish moved \$1.3 million too much back to LAMP operations to replenish what they had been spending out of operations in error. To date, there's approximately \$900,000 that should be left in the Thibodaux Capitol account, but we are actively submitting bills against this.

With no other questions a motion to accept the minutes of the November 21, 2011 regular meeting was made by Ms. Smith, second by Mr. Hebert and carried unanimously.

### **Finance Report:**

Ms. Lefort reported to the board the last quarter of the 2011 report. In October, the Parish has made coding corrections we discussed at the last meeting. There is another correction needed, to the Times Picayune for \$38.48. This is not a library expense. The Parish erroneously used our money to pay one of their bills. I have been trying to get the Parish to correct this for 2 months now. I'm still pursuing this correction. Ms. Shanklin questioned why is there so many discrepancies with our account? Ms. Lefort, replied how she can't really answer that but I would say it's the volume of items the Parish is dealing with on a daily basis. In November, on the expense report you'll see a payment to Data Management for MUNIS connectivity. Apparently the Parish had to get assistance in setting up our MUNIS connection, which was described to me later by our IT guy as a legitimate expense-however; the Parish helped themselves to using the Library funds to pay this bill. It was not discussed with us in advance or sent to

Susanna for approval. And the report you are probably most interested in seeing is the 2011 year to date report, but it is not available until the parish closes out the end of the year. They have informed me they will not likely close out 2011 until the end of February. Ms. Shanklin question about a \$110.00 purchase from Wal-Mart in gift cards for Employee of the Month program? Ms. Lefort replied, this amount did not come out of the library funds and we do not have an Employee of the Month program. It's a Parish program. Mr. Cantrelle questioned, the Parish took money out of their account to pay for gift cards for the Employee of the Month? Mr. Ryan Friedlander, Parish Finance Director replied, this was just recently brought to my attention, I was not aware of the purchase of gift cards for the Employee of the Month and I have discontinued the program. It violates the State Constitution. I'm not on the committee that selects the Employee of the Month but when it was brought to my attention I got what I needed from the legislator auditor office and I discontinued that practice.

With no other business a motion was made by Mr. Cantrelle, second by Ms. Shanklin 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 November and December- 2011: 270,000 visitors; 418,000 items checked-out
- Headquarters: Staff Day was held at South Lafourche on Dec 5; Attended E-Rate seminar in Baton Rouge on Dec 6; Attended LAMP Board Meeting in Baton Rouge on Dec 9; Attended District Attorney's Ethics Seminar in Matthews on Jan 3; January is fine free month; Mid-West representative met with staff on Jan 11; Letter sent to the District Attorney for opinion; Letter sent to Council Members concerning unauthorized expenses; Letter sent to Daily Comet "Letter to the Editor"; Libraries closed for Martin Luther King, Jr. Day
- Technology: Overdrive Inc. - have an additional 400 titles! We now have 750 books
- Staffing: New Hire: Lynne "Nina" Derouen, part-time at Thibodaux Branch; and Deborah Irving, part-time at Thibodaux but has since resigned
- 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: Bayou Blue: Children's Craft for Martin Luther King, Jr Day on 1/10 @ 10:45am; Choctaw: Storytime "Yummy Soup" on 1/24 @ 11:00; Golden Meadow: Storytime "Dance" on 1/26 @ 4:00; Larose: Wii Time Winners on 1/10 @ 4:30; Lockport: Movie Matinee "Mr. Poppers Penguins" on 1/17 @ 4:00; Raceland: Free Tax Help!! Appointments only on 1/19, 1/23, 1/26 & 1/30 from 10-5; South Lafourche: Bingo on 1/27 @ 10:00; Thibodaux: Laptime on 1/19 on 10:30
- New Thibodaux Branch: Contractors walk through on Dec 20 before furniture arrived; Library Interior, delivered furniture and shelves on Dec 21; Received an email from Duplantis Design of a flood at the new library from a water sprinkler afterhours Dec 15-carpet is being replaced and mold study is being done; Lights in some of the areas delayed; Countertops delayed; recently installed; Eagle electrical not complete; Met with Stanley Door at new Thibodaux Branch on Jan 6 concerning ADA entrance door; Hon's office furniture was delivered on Jan 9 ; Met with Jean Lafitte Wetland's representative concerning future of Martha Sowell Utley Memorial Library on Jan 10; Received keys to the new Thibodaux Library Building on Jan 10; Met with AAR electronic on the security system for the library; Benoit's Locksmith hired to key building; Hallett Movers February 6; AT & T installed cable to building; IT to install routers to TBA

NOTE: Dec 20- Parish President/Finance Dept. Meeting \*Stop use of gift card; Implemented Jan 2010; gift card issue was Parish Government, \*Stop use of credit card; Implemented Jan 2012; Issue: conference hotels, out of town travel, Some discussion took place on travel: Ryan Friedlander suggested filling out the state travel authorization form if you fill out well in advance for hotel stay, parking, and air fare. The check can be mailed or you can deliver it yourself to the hotel. If you look into our ordinance, it's pretty clear cause we follow the tier of the state policy and everything else the Lafourche Parish Council has approved and it's in the ordinance. For single day travel and things like gasoline you can't pin, turn in a travel reimbursement form as a solution. Mr. Clement questioned, what if you're taking a trip to Shreveport, you have to fill-up? Mr. Friedlander stated the parish; typically doesn't pay in advance for gas. That is one of the few things we don't pay ahead of time, we pay for conferences fees, registration fees, air fare but your gasoline you have to turn in a receipt afterwards. It's stated in the ordinance, Mr. Friedlander stated. Mr. Clement again question, if you use a library vehicle and have to refuel? Mr. Friedlander stated, the date you return and turn in your travel expense form, I can have a check cut to you in 24 hours. It's a pretty quick turnaround. Mr. Friedlander suggested the library get on Fuelman Fleet credit cards like Head start has an account with them for their travel. Ms. Shanklin agreed with Mr. Friedlander so the employees don't have to go into their

pocket to pay for library vehicle fuel. Mr. Clement questioned, is there an ordinance where just the Parish President has a credit card? So, where our director's able to use the libraries credit card and things ran smoothly. Is it an ordinance or why is it that our director can't have one credit card? Mr. Friedlander commented, it's a legislator auditor that has advised me of that and if you look at the way that the organization is set-up, the Executive branch of Government makes internal policies. We don't need the council approval for that because it's not a law. It's an internal policy that she has full preview to dictate what she wants and I support her for that. Mr. Clement questioned, so you could give back our director her credit cards? Ms. Chiasson answered, no cause we have been advised not only from the legislator auditor but also the District Attorney that the Parish only have one credit card. In the past, the Parish Administrator could have a credit card also but that is something I never took on because it leads to auditor finding's so we only have one credit card for the Parish.

Ms. Lefort contacted the parish to ask for an extension on the FEMA account; a reply was sent stated no we don't qualify for the extension because had already received the check. After doing some research it seems the parish received the check in late 2009, early 2010 and deposited the FEMA check into the parish's cash pool account and paid library bills. We're requested a print out of the check amount and list of library bills that was paid from the FEMA check. How much was the FEMA check for, Mr. Clement asked? Ms. Lefort replied, she didn't know but continue to work with the parish for answers. Ms. Chaisson stated she would do some research on it cause sometimes with FEMA reimburse doesn't mean its one check for the library.

- \*Use Parish's purchase order system; Training needed; Hire clerk
- Jan 5-Ethics Seminar; new training for all employees and board members; information forth coming
- Unauthorized expenditures; Times Picayune for Covington address; Munis installation on Sherry's computer; FEMA.

A motion was made by Mr. Cantrelle, second by Ms. Shanklin to accept the Director's Report. The motion carried unanimously.

### **New Business:**

#### **Item #1 Discussion & approval on update to National Park Service:**

Ms. Susanna opened the floor by reading a letter addressing the scope of maintenance that is recommended-Phase 1-relocate the bathroom door; paint walls, replace tile floors, add doors to genealogy room Phase 2-replace carpeted area, refurbish wood floors Phase 3-remove large circulation desk at the Martha Sowell Utley Building. The moving of the book on February 6 has been worked out with Ms. Rathle and the moving company.

Lance Hatten, Executive Superintendent for the Parks Service commented how they did meet with Ms. Susanna on the updates of the Martha Sowell Utley building located on the second floor of the Wetland building and requesting from the board a written proposal that outlines any changes, use and occupy of the facility. We also would like for our review the specifications on that remodel. Mr. Clement asked, so you have gotten with Ms. Susanna about all the scope of maintenance of work and moving of everything. Ms. Susanna agreed with Mr. Clement and everything that was discussed at the meeting is in this letter for the board to make a motion to pass and send to the Park Services.

Joe Louann, Assistant Superintendent, as of now we have not agreed in writing to the proposal. We're waiting for the proposal so we can review it and response in writing. This is the first time we're heard of the content of the proposal. We met with Ms. Susanna a couple of times to discuss the changes and on the new Thibodaux Library facility and coordinating the change of use of occupancy at the current Thibodaux location. So the next step we will request from you guys, Ms. Susanna and the board is to send us the proposal which Ms. Susanna has read for your approval on the scope of use of occupancy and also including the propose improvement of work to the building. When we receive this proposal, we will review it and response back to you guys very promptly. Ms. Chiasson asked, in 2007 MOU, Memorandum of Understand that was brought up for renewal that still has not been signed. Ms. Susanna informed Ms. Chiasson that this was discussed at the meetings and the Parks Service would like the library to move forward with the maintenance and scope of the space and then we would get back to memorandum. Mr. Joe agreed the memorandum would outline for both parties the operation and shared use. Ms. Susanna informed the board after tonight's approval of the letter, I will place it on library stationary and mail tomorrow to send to Park Services.

After some discussion a motion was made by Mr. Hebert, second by Ms. Shanklin to approve the updates to the National Park Service.

**Item #2 Discussion & approval of library system to pay \$175.00 for staff program:**

Ms. Susanna explains that this request comes in from an employee. We don't have a policy for Employees education expenses and this employee is requesting \$175.00 from a matching grant she received from the State of Louisiana office of the Lieutenant Governor Department of Culture, Recreation & Tourism Office of State Library. After some discussion a motion was made by Mr. Cantrelle, second by Ms. Smith to pay \$175.00 for staff program through the State of Louisiana. With Ms. Shanklin and Mr. Hebert voted nay. The motion carried unanimously.

**Old Business:**

Ms. Susanna suggested that she would look into creating a policy on paying for library staff programs.

Mr. Cantrelle questioned Ms. Susanna on if she had an update on the Lockport sidewalk? Ms. Susanna replied that Ms. Faye Smith with the parish had taken over the scope of work and have not had an update on the sidewalk but I will email her on an update since it's been 5 months.

Ms. Shanklin commented to the board that with all the opinions we received in our packets I believe we need to place that on our next board agenda for review and discussion. I'm not sure if the board read all these but I believe there is some important information in here we need to revisit. So I think this is something that needs to be placed on our next agenda. Mr. Cantrelle suggested for Ms. Shanklin to contact Ms. Fossum to place it on the agenda for discussion.

**Public wishing to address the Board:**

Mr. Clement introduced newly elected Councilmen Aaron Caillouet being present. Mr. Caillouet addressed the board by congratulating them and the previous board members for all the improvements to the libraries that has taken place in the parish. I think the public really understands and believe that you all have done a nice job with the great need of libraries. I'm in education so I'm a real big believer in libraries. In fact, under my administration was when the libraries taxes passed back in 1998, I have to say the library has made good use of the money over the pass 10 or 12 years and I want to congratulate you on that. The board appreciated Mr. Caillouet's comments. Mr. Clement asked Mr. Caillouet if he would consider become our liaison for the library. Ms. Chiasson informed Mr. Clement that Ms. Randolph would be making that decision for the library. Mr. Clement comment that he was just making the council aware and inviting Mr. Caillouet to become our library liaison. Ms. Shanklin commented how she is so pleased that Thibodaux is finally getting a new library for the citizens and that is going to complete all of our libraries within our parish.

Mr. Clement ended the meeting by thanking everyone for taking the time out of their day to attend our meeting.

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