

The Regular Meeting of the Library Board of Control was called to order at 5:00 p.m. with the following:

PRESENT: Judy Babin  
James Cantrelle  
Harvey Clement  
Lynette Fossum  
Eva Shanklin  
Shane Hebert  
Rodney Doucet

ABSENT: Nicholas Cheramie

Also present were Ms. Susanna LeBouef, Director, Ms. Stacey Guidry, Finance Manager, Charlotte Randolph-Parish President, Crystal Chiasson-Parish Administrator, Donna Adams-Human Resources Director, Mr. Jerry Jones-Council District 1, Brennan Matherne-Director of Parks, Recreation & Public Facilities

The Pledge of Allegiance was led by Ms. Shanklin.

A motion to accept the agenda was made by Ms. Babin, seconded by Ms. Fossum and carried unanimously.

A motion to accept the minutes from the May 18, 2009 meeting was made by Ms. Babin, seconded by Mr. Clement and carried unanimously.

**Public wishing to address the Board-**

Mr. Lee Mitchell addressed the board with some concerns about the Raceland branch.

- Men's restroom not having a privacy partition
- Computers being out of service
- Request for New York Times and Washington Post Newspapers

Councilmen Jerry Jones addressed the board, asking a question to the director or wanting an explanation in front of the board as to why an employee was suspended for 10 days without pay. Was the reason because I visited the branch and the employee spoke to me? Ms. LeBouef informed Councilmen Jones it was a personnel issue and this topic is not allowed, through the Open Meeting Law, to discuss personnel issues. Councilmen Jones still continued to go into details about the matter with the members on how he was a witness at the library and also called the director to let her know he was a witness. Councilmen Jones explained how he thought the punishment was pretty harsh for the employee and has been damaged by this and a special grievance meeting needs to be held because he felt it was wrong to suspend that lady for 10 days. Ms. Shanklin agreed it was a harsh suspension. Ms. Charlotte Randolph, Parish President stated that this particular employee was suspended because it was said that she contacted Mr. Jones, that's a different situation than a personnel matter. Mr. Jones is the subject of this suspension, therefore, there is much more involved here than a personnel matter.

A motion was made by Ms. Babin, seconded by Ms. Fossum to table this until a meeting can be scheduled in order to correctly follow Open Meetings Law.

**Architect's report:** Not Present

**Finance Report:**

Ms. Guidry went over the financial report explaining the format looks different because the Parish has a much more sophisticated program than the reports we're use of reading. The Parish also has not yet adopted our budget, so not all of our funds are showing. With no questions from the board, a motion was made by Mr. Clement, seconded by Ms. Fossum to accept the Finance Report. The motion was carried unanimously

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

- Library Statistics: Statistics for the month of May 2009 in packets
- Parish Council: Attended Parish Council Meeting-change order for Lockport was approved; all paper work for employees and timesheets presented in a timely manner
- Headquarters: attended meeting with Mr. Cheramie concerning the Fazzio case which is still in litigation; kicked off Summer Reading Program-June 1; met with a representative from Jones Insurance to review liability insurance renewal; held Administration meeting on June 8; closed for Memorial Day, attended walk-through with fire marshal for Lockport; met in South Lafourche with Mr. Doucet at Mr. Cantrelle's request concerning Mr. Caillouet's Invoice #014, held bid opening for Larose Storm Shield Panels project on June 3
- Staffing: new hire-Nassim Kashani-Lockport Reference Librarian; transfer-Helen Brunet-South Lafourche Branch Librarian
- 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: All branches: kickoff for Summer Programs in June; Raceland: Creative Outlet for Kids and South Lafourche: Quilting Club
- Employees: condolences to Patrizie Stuart (Bayou Blue Manager) on the loss of her mother. Congratulations to Ms. Shanklin for being Senior Mayor for a Day in the City of Thibodaux.

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

**New Business:**

**Item #1 Discussion & approval on Larose Storm Shield Panels Bid:**

Ms. LeBouef explains how after being advertised three times in the newspaper only one bid came in for the Storm Shield Panels. A short discussion took place concerning the Storm Shield Panels for Larose Branch. A motion was made by Ms. Fossum, seconded by Mr. Hebert to accept the Larose Shutter bid. The motion carried unanimously.

**Item #2-Discussion & approval of change in the Holiday Policy 5:02:**

Ms. LeBouef introduced this as a request coming from several employees which would allow them to have their birthday off as a Holiday, this was allowed at one time in the library system. The board took no action.

### **Item #3-Discussion of Lockport Project:**

Ms. LeBouef stated that the Lockport branch is in substantial completion and a punch list has been compiled. A copy of punch list was provided to Board members. She is working on organizing the move with Mossa Movers. She still plans to hold the next scheduled board meeting at Lockport. Mr. Doucet questioned Ms. LeBouef about the punch list on the storm shutters for Lockport. She stated that she selected a color for the shutters and assumed there would be shutters on the building because she was never notified that there would be NO SHUTTERS.

### **Under Old Business:**

Ms. Shanklin asked Ms. LeBouef to clarify the letter that was received in the mail to the board members concerning the last parish council meeting. Ms. LeBouef explained how Mr. Doucet, our liaison was questioning Mr. Caillouet the Architect about his invoices that had been issued and Mr. Caillouet made an inappropriate statement in reference to the Library System that was offensive. Ms. LeBouef did receive an apology from Mr. Doucet. Some discussion took place concerning the architect's invoice #14 and how no plans have ever been distributed since the 90% completion and the halt was called from the parish. The board requested a set of plans for the members.

Mr. Doucet read an email that was received from the District Attorney's office.

#### **District Attorney's Letter**

*"As Library Board Liaison, your main responsibility is to report back to Administration and to Council on the Library Board matters. The liaison does not have the authority to make decisions for the Board or to speak for the Board. A bill for architectural services has been presented to the Administration and the Library Board. The bill has not been paid. According to the information we have been provided, the Library Board does not want to pay the bill. Upon advice from the District Attorney's office, the Administration has requested a written justification for non payment from the Board. The architect's attorney has contacted our office and in order to discuss the matter with him, we need to know why the bill is being disputed." End of email...*

Mr. Doucet reads his responded to the email, *"We are in the process of getting the information about the payment, what about the other items I discussed about breach of contract? Do I have to do a resolution for non-payment or one to be investigated? End of email*

District Attorney response back in an email, *"Regarding whether or not to have a special library board meeting or wait until the regular meeting on June 22, 2009? That is a decision for the board to make, however, we would recommend that the document detailing the reasons for non-payment be prepared by the board president and/or board director before the meeting so that a discussion can be made and a finalized document can be forwarded to the administration as soon as possible. Regarding whether a resolution is required from council for non-payment or to investigate, a resolution would be proper in either instance. Keep in mind; however that Charlotte (as contract negotiator) makes the final call on payment or non-payment." End of email, after discussion between the members, no action was taken.*

The board decides to hold a special meeting concerning an employee issue on Monday, July 6, 2009 with someone from the District Attorney's office attending the meeting.

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