

April 28, 2008
Lockport, Louisiana

State of Louisiana
Parish of Lafourche

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

PRESENT: John Brandon
Mary Gayle Bryant
Nicholas Cheramie
Lynette Fossum
Sharleen Hotard

ABSENT: Judy Babin
James Cantrelle

It is noted that although Ms. Bryant was present, she had no voting privileges, per the instructions of District Attorney Camille Morvant III in his letter of April 9, 2008 to the Board of Control.

Also present were Ms. Susanna LeBouef, Director; Ms. Stacey Guidry, Finance Manager; and Mr. Dan Toepfer and Ms. Suzanne Kaplan of Bourgeois, Bennett, LLC.

The Pledge of Allegiance was led by Ms. Hotard.

A motion by Ms. Hotard to adopt the agenda, seconded by Mr. Cheramie, passed unanimously.

After a short discussion begun by Ms. Hotard on the subject of free dirt, page four of the minutes of the March 24, 2008 meeting, a motion made by Ms. Hotard to accept the minutes from that meeting as written was seconded by Mr. Brandon and passed unanimously.

Highlighting various components of their examination, and with no findings of non-compliance, the presentation of the 2007 audit by Bourgeois, Bennett was given by Mr. Toepfer. In his conclusion, Mr. Toepfer stated that the Library remains a strong government entity with an effective accounting system in place. It is presently in the building mode process, however, and at some point in time, the building projects will be completed. At that point, the Library will not be able to operate these new branches at the same cost it is operating now. A copy of the audit will be given to the Lafourche Parish Council and the Louisiana Legislative Auditor's Office. Ms. Guidry was complimented by the Board on all of the hard work she has done, and Mr. Toepfer complimented the Library on the timely manner in which all necessary information was

given Bourgeois, Bennett. A motion made by Mr. Brandon to accept the audit's report was unanimously seconded and unanimously passed.

Ms. LeBouef began the Director's Report. Included in the Board members' packets were minutes of the Regular Meeting of March 24, 2008 and Library statistics for March 2008. Regarding finances, ad valorem taxes, investments and balance/budget reports were in the packets, also.

Concerning the Parish Council, Ms. LeBouef attended a Travel Workshop sponsored by the State Department on March 26 and concluded that the Library is in compliance with procedures relative to employee reimbursement for travel. Ms. LeBouef, Ms. Regina Lauand, Assistant Director, and Ms. Sharleen Hotard attended an Open Meetings Law Workshop on April 23. Ms. LeBouef feels that the Library is also doing well with the open meetings laws. The Mary Gayle Bryant dispute was on the Council's agenda for April 22 and remains ongoing. There is a lawsuit pending of Surplus Trucking vs. Raymond Lefort, the Lafourche Parish Government and St. Paul Travelers Insurance. Mr. Lefort was at fault, but not negligent; however, Surplus Trucking is trying to prove that he was negligent.

Regarding Headquarters, Ms. LeBouef explained the recent time changes at the various branches which have resulted in more hours of service and have made it easier for the public to know when the branches are open. All staff attended a Parish Safety Workshop on either March 25 or March 26, with another workshop scheduled in May. April 14-18 was National Library Week, and there was some activity going on across the Parish at every branch at almost every hour during that time. The Public Forum will be held on April 29 at 6:00 p.m. at the Jean Lafitte Auditorium. A power point presentation will be used, and handouts that address some of the basic information will be available.

On April 24, the Chamber of Commerce held an "Employee of the Year" banquet at the Lockport Pavilion. Brenda Bascle had been nominated by the Library in recognition of her forty years of service.

Regarding the Summer Reading Program, materials are being distributed, and calendars are being prepared. By June 1, all will be ready.

Regarding technology, Ms. LeBouef said that the first group of computers for the Lockport Branch has been received and that she is working on the remainder of the funding. The grant of \$58,000.00 expires on June 1, with \$25,000.00 spent thus far. The deadline to expend the balance will be met.

Regarding staffing, new employees are Larina Scofield, part-time Branch Assistant at the Thibodaux branch, and Cathy Cortez, full-time Janitor. An opening for Book Buyer remains. Employment information on Ms. Scofield and Ms. Cortez was sent to the Sheriff's office, so that a local criminal background check could be done. Ms. Scofield is covering a maternity leave at the Thibodaux branch and will be there through

the summer because of the Summer Reading Program. The position will be evaluated to see if it needs to be extended, but, again, on a part-time basis.

Press releases were included in the Board packets. All branches will be participating in the "Big Read", which is "*A Lesson before Dying*." The Library received free books and DVD's from the State Library for anyone wishing to participate. Ms. LeBouef attended Raceland's "Night at the Library" on April 22 – a rainy evening that still attracted a crowd of approximately 75 people. The Thibodaux Branch will hold a Teen Job Fair on May 5.

Regarding building progress, Larose's construction is ahead of schedule. Ms. LeBouef commented on the very nice interior finish job. Ms. LeBouef received invoices from Mr. Jay Caillouet, noting that the Thibodaux branch is at 25%. Lockport went out to site bid, and she now has that bid. Mrs. LeBouef stated that she was unsure as to the process and would consult with the Board on that.

Travel Expense forms were included in the Board's packets.

Congratulations to Melissa Minchey on the arrival of her baby girl, Jennifer. Congratulations to Christine Brandon on becoming a grandmother once again -- number ten.

Ms. LeBouef then asked for the Board's advice on the bid tabulation for Lockport's site preparation. Ms. Guidry stated that, in the past, the Parish Council is the entity which would make that selection; however, the Board does look at the bids and makes a recommendation. After discussion, it was decided that the subject would be on the agenda at the next meeting of the Board and that Mr. Rodney Doucet, Lafourche Parish Council member and the Board's liaison, should be contacted by Ms. LeBouef to provide him a copy of the tabulation and to apprise him of the advice provided her by the Board membership on the bid process. A motion was made to accept the Director's Report by Ms. Hotard, seconded by Mr. Brandon and passed unanimously.

Ms. Guidry then gave the Finance Report. Included in the Board packets were the financial statements as of March 31. Everything is on target and on budget, with the exception of fuel costs. If present gas prices continue, that particular expense would exceed expectations and a budget adjustment would become necessary. The budget does "look great" overall, however, at this point.

The Library has two investments that will be maturing -- one, in fact, matured today for \$2,013,000 in governmental bonds. Ms. Guidry placed it in the checking account overnight, so that the Board could make a decision regarding its placement. There is also \$1.5 million that will be coming due on May 18 -- before the next Board meeting.

After a short discussion led by questions from Ms. Hotard to Ms. Guidry regarding the audit, a motion to accept the Finance Report was made by Mr. Brandon, unanimously seconded and unanimously passed.

The Board expressed its appreciation to Ms. Guidry for all of the work she does for the Board.

Regarding reinvestment of the government bonds, a motion was made to place all monies into LAMP by Mr. Brandon, unanimously seconded and unanimously passed. After clarification requested by Ms. Guidry, Mr. Brandon made a motion that Ms. Guidry transfer the \$2,013,000 that had been positioned overnight in the checking account be placed into LAMP and that the C.D. maturing May 18 also be transferred into LAMP. That motion received a unanimous second and was unanimously passed.

Regarding the National Park contract, Ms. Hotard made a motion objecting to consideration of this question that was unanimously seconded and unanimously passed.

A motion to adjourn was then made by Ms. Hotard, unanimously seconded and unanimously passed.

The meeting adjourned at 6:25 p.m.